



## Loan Application Checklist

The following items must be submitted to complete the application.

1.  Application for SBA 504 Loan. **Please sign and date.**
2.  SBA Form 912– Personal History Statement., for all persons owning 20% or more of the business.  
**Please sign and date.**
3.  Personal Financial Statement, for all persons owning 20% or more of the borrowing company or the operating company. Must be dated within 90 days. **Please sign and date.**
4.  Personal Tax Returns for the past 2 years for every individual providing personal financial statements. **Please sign and date.**
5.  Resume on all owners and management.
6.  Current financial statement (not over 60 days old). Include balance sheet and profit and loss for both operating and borrowing company. Also must include aging of accounts receivable and payable for the same date as the current financial statement. **Please sign and date.**
7.  Company tax returns for the past 2 years for the operating company and borrowing company.  
**Please sign and date.**
8.  Two years projected Profit & Loss Statement, including narrative of how the projections were determined. **Please sign and date.**
9.  A month-by-month cash flow for the next 12 months, corresponding with above projections. Required for new businesses only. **Please sign and date.**
10.  List of existing business debts for the borrowing company and the operating company.  
**Please sign and date.**
11.  Notice of any previous government financing.
12.  Financial information, including past two years tax returns, and a current financial statement on any business of which the borrower(s) own more than 20%. **Please sign and date.**
13.  Franchise information required is based upon established certification by the SBA. MSBF will provide additional requirements as needed.
14.  Project Cost Documentation– purchase agreement, settlement sheet, contractors bid on construction and list of equipment to be purchased.

NOTE: A deposit is required in the amount of \$2,500 with the application and will be refunded if the loan is not approved or applied against processing and closing costs.

# SBA 504 Lender of the Year