

SBA 504 CHECKLIST AND FORMS

PROJECT INFO

- [Project Profile](#)
- Purchase Agreement
- Construction Bid
- Equipment Quotes

BUSINESS INFO

- [History & Nature of Business](#)
- Previous two years Financial Statements and Corporate Tax Returns
- [Tax Transcript Request \(SBA Form 4506\)](#)
- Interim Financial Statement (include aging of A/R and A/P)
- [Two Year Proforma Income Statement](#)
- [Debt Schedule](#)

PERSONAL INFO

- [Personal Questionnaire](#)
- [Statement of Personal History \(SBA Form 912\)](#)
- [Personal Financial Statement \(SBA Form 413\)](#)
- One Year Personal Tax Return
- [Resume](#)

MISC. INFO

- Corporate Organizational Documents for Borrowing Entity and Operating Company
- [Schedule of Previous or Existing SBA Loans](#)
- Affiliate or Subsidiary Companies (include Two years Financial Statements and Tax Returns, and number of employees)
- Franchise Agreement
- New or Start-up Businesses must provide a detailed Business Plan that includes Monthly Cash Flow Analysis for three months beyond breakeven or at least 12 months
- Lease ([Lease Guidelines](#))

BANK INFO

- Bank Commitment Letter ([Sample](#))
- Appraisal
- Environmental Report ([Environmental Questionnaire](#))
- Itemization of Soft Costs (Include Professional Fees, Contingency, and Interim Interest)
- Credit Reports for all Owners

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