

# SBA 504 Loan Application



## Operating Company

Company Name:		
Address:		Tax ID #:
City:	State:	Zip:
Business Website:	Phone:	Fax:
Principal Contact:	Phone:	Email:
Secondary Contact:	Phone:	Email:
Type of Business:	Date Established:	
Type of Entity:		

List all Directors, Members, Officers, and Owners, regardless of ownership:

Name (Full Legal Name)	Title (Pres/VP/Sec/Member)	Ownership % (Must total 100%)

## Real Estate Holding Company (If applicable)

Company Name:		
Address:		Tax ID #:
City:	State:	Zip:
Business Website:	Phone:	Fax:
Principal Contact:	Phone:	Email:
Secondary Contact:	Phone:	Email:
Type of Business:	Date Established:	
Type of Entity:		

List all Directors, Members, Officers, and Owners, regardless of ownership:

Name (Full Legal Name)	Title (Pres/VP/Sec/Member)	Ownership % (Must total 100%)

# SBA 504 Loan Application



## Affiliates

List all affiliated businesses. These include any firms where ANY of the principals have some ownership OR management, regardless of the amount. This information is required to determine if the project meets SBA's size requirements and does not necessarily mean affiliated businesses will be involved in the project financing. (Attach additional sheet if necessary.)

Company Name:	Owner:	Ownership %:
Company Name:	Owner:	Ownership %:
Company Name:	Owner:	Ownership %:

## Project Information

Street Address of Project:		
City	State:	Zip:
Square footage of new building:	Square footage your company will occupy:	

### SBA Occupancy Requirements:

If you are PURCHASING an existing building, your company must occupy 51% of the total square footage.

If you are CONSTRUCTING a new building, your company must occupy 60% of the total square footage up front, with the intent to occupy an additional 20% within the next 10 years. This means 20% of the building may be occupied by a tenant(s) long-term. An additional 20% may be occupied by a tenant(s) on a short-term basis (lease term of 36 months or less with NO options to renew.) Project funds may not be used to improve leased spaces other than a basic vanilla finish.

If there are or will be any tenants that will lease a portion of the building, please provide the following information:

Tenant Name	Square Footage	Rent Amount	Current of Future Tenant

### Miscellaneous Questions

Do you or any individuals involved in this project have a trust?	
Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings?	
Are you, any officer, or your business involved in any pending or current lawsuits?	
Have you, any officer, or your business ever had an SBA loan or guaranteed an SBA loan?	

# SBA 504 Loan Application



Have you, any officer, or your business ever had any other type of government financing?	
Is your business a manufacturer, exporter outside of Kansas, provider of products or materials for exporters, or a regional distribution center for interstate commerce? If so, we will provide you with an additional form.	

**Project Costs** List ALL costs, not just the amount you need financed.

Purchase of existing building or equipment only	Construction Project
Purchase Price:	Land Acquisition:
Debt to be Refinanced*:	Construction Bid:
Tenant Improvements:	Architect, permits, other soft costs:
Equipment**:	Equipment:
Other:	Other:
Total:	Total:

\*Debt to be refinanced must qualify under SBA's current REFI programs.

\*\*Equipment to be financed must have a useful life of 10 years or greater

## Insurance Information

Please provide the contact information for the Insurance Agent you will be using to insure your building.

Agent Name:	Phone:	Email:
-------------	--------	--------

**Key Employees** Please list the person who will oversee day-to-day management.

Name	Title	Responsibilities	Years with Company	Years in Industry

Current # of FULL-TIME employees:	
Estimated # of FULL-TIME employees to be added within the next 2 years:	
Current # of hours worked by all employees per week (average):	
Estimated # of hours worked by all employees per week within the next 2 years (average):	

# SBA 504 Loan Application



## Authorization to Release Information

I/We hereby authorize any financial institutions, insurance companies, investors, credit bureaus, employers, banks, accounting firms, etc., to release any and/or all information on my/our records and/or accounts to SCKEDD at their request.

I/We also authorize any information to be released by my/our original, photocopied, electronic signature.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided herein or at a later date, is valid and correct to the best of my/our knowledge.

I/we hereby authorize SCKEDD to furnish relevant information to all necessary sources including various federal, state, county, and conventional funding opportunities to obtain the best sources for the project. I/we hereby authorize the SCKEDD to furnish relevant information to SCKEDD's Loan Committee and Board of Directors for decision; and, to furnish relevant information to the various federal, state, and county agencies, officials, and economic development representatives for SCKEDD's reporting requirements regarding area economic development.

By:	Date
Printed Name:	

By:	Date
Printed Name:	

By:	Date
Printed Name:	

By:	Date
Printed Name:	