

# SBA 504 Application Checklist

- Completed SCKEDD 504 Application Packet
- A comprehensive history and description of the business (Example included)
- Federal tax returns for the last 3 years for BOTH the operating company (OC) and the real estate holding (REH) company, if applicable.
- Interim financial statement (balance sheet and profit & loss statement dated the same day) within last 90 days for BOTH the OC and REH if applicable.
- Business debt schedule; OC & REH, if applicable. \*Must match interim financial statements and have the same dates.
- For a new business (< 2 years of operations): Provide 3-year monthly cash flow projections, narrative included and pro forma balance sheet
- Personal resume for each principal owner
- [SBA Form 1244](#) Personal History Statement for each owner with 20% + ownership
- Copy of driver's license (front & back)
- Personal Financial Statement for each owner 20% more If married: spouse required to complete to complete form and sign
- 3 years of Personal tax returns for each owner 20%+ (FULL return required.)
- An aging of accounts receivable AND aging of accounts payable for the operating business. (Must match the interim financial statement(s) above and have the same dates.)
- For a Corporation: Articles of Incorporation and Bylaws
- For an LLC: Articles of Organization and Operating Agreement
- Trust Documents: Provide if the business OR any owners have a trust(s).
- For all affiliated business, provide tax returns for the last 3 years OR the last 3 years-end financial statements.
- Real estate purchase agreement and all addendums (Final will be required before approval but draft version is acceptable during application process)
- If new construction: Provide a detailed construction and equipment cost estimate. Quotes and copies of invoices required provide copies of equipment invoices.
- Complete environmental questionnaire or send completed environmental reports/studies. Must be within the last 9 months of application
- If Real Estate Mortgage or Equipment loan provide a copy of the Note and/or Security Agreement, as well as a payment transcript for the last 12 months.
- If any owners of either the holding company or operating business are related, please provide a listing of the names and relationships.