



SBA 504 LOAN APPLICATION CHECKLIST

Indicate if Attached [X] or Not Applicable [NA]

PROJECT INFORMATION

1	Project Data Form (Form Attached)
2	Loan Application Assistance Agreement (Form Attached) and Application Deposit - There is a \$2,500 application deposit that is required before we can submit the application to SBA. This will be refunded to the Borrower when the loan funds. Check can be made payable to SBCC and mailed to 8252 S. Harvard, Ste 150, Tulsa, OK 74137
3	Cost Documents - Copy of signed Purchase Agreement, Settlement Statement if real estate has already been purchased, contractor bids on their letterhead dated within 90 Days, vendor quotes for machinery & equipment, etc.
4	Affiliation/Size Standards - Copy of past 2 years Tax Returns, current Debt Schedule, and current Financial Statements for any businesses that have common ownership of the Operating Company or Real Estate Holding Company, where the owners have a 20% or greater interest
5	Franchise - Copy of Franchise or Management Agreement (if applicable)
6	Debt Refinance - Copy of Original Note and documentation of expenditure, past 12 Months payment history of debt being refinanced (if applicable)

PERSONAL INFORMATION (All Items in This Section are Needed for Each 20% or Greater Owner of the Operating Company and/or Real Estate Holding Company and Anyone Guaranteeing the Loan Regardless of Ownership)

7	Personal Data Form (Form Attached)
8	Personal Financial Statement Form 413 (Form Attached) - If married, prepare jointly and spouse must sign
9	Federal Income Tax Return - Individual Tax Return for past year
10	Drivers License - Copy of front of Drivers License
11	Previous Government Financing (Form Attached) - For all SBA Loans (PPP, EIDL, 7a, 504) provide a copy of Loan Authorization and Forgiveness Letter if applicable

COMPANY INFORMATION (All Items in This Section are Needed for Operating Company, Real Estate Holding Company if applicable, and any Affiliate Entities)

12	Federal Tax Return - For the past 3 years for the Operating Company and Real Estate Holding Company if applicable
13	Year End Financial Statements - Year End Balance Sheet and Income Statement for the past 3 Years for the Operating Company and Real Estate Holding Company if applicable
14	Interim Financial Statements - A month End Interim Balance Sheet and Income Statement dated within the past 90 Days <u>along</u> with an <u>Aging</u> of Accounts Payable and Accounts Receivable reports. Should be same date as interim financial statements.
15	Business Debt Schedule For Operating Company (Form Attached) - Should be same date as Interim Financial Statements
16	Projected Income Statement (Sample Form Attached) - Projected Annualized Income Statement for Year 1 and Year 2 after the loan funds (Sample Form Attached) - <u>Must</u> attach assumptions used to come up with the projections
17	Corporate Documents - If LLC, Articles of Organization, Certification of LLC, and Operating Agreement; or if Corporation, Certificate of Incorporation and Bylaws; Partnership, Partnership Agreement; Trust Agreement -Needed for Operating Company and Real Estate Holding Company if applicable
18	Business License(s) - Copy of any Licenses required to operate the business
19	For a New Business Only - Monthly Cashflow Analysis (Sample Form Attached) - For the first twelve months of operation or for 3 months beyond the breakeven point with a description of assumptions used