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 Borrrower When the Loan Funds. Check Can be Made Payable to SBCC and Mailed to 6305 E. 120th Ct., Unit H, 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 Operaing 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)
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 Financng (Form Attached)** - For all SBA Loans (PPP, EIDL, 70, 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 applcable, 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 Fianancial Statements** - A Month End Interim Balance Sheet and Income Satement Dated Within the Past 90 Days Along With an Aging of Accounts Payable and Accounts Receivable Reports
15		**Business Debt Schedule (Form Attached)** - Should be as of Same Date as Interim Financial Statements Above
16		**Projected Annuallized Income Statement for Year 1 and 2 after the loan funds and Monthly Cash Flow (Sample Form Attached)** - Must Complete Assumption Guide 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