



## SBA 504 Loan Application

For Financing Small Business Owner-Occupied Real Estate and Fixed Asset Equipment Through the SBA 504 Loan.

*2009 Edition*

### CEDCO Small Business Finance Corporation

A US Small Business Administration Certified Development Company Since 1981

Colorado Front Range (303) 893-8989, fax (303) 892-8398  
Statewide (800) 843-8852, fax (303) 892-8398  
Western Colorado (970) 243-1861, fax (970) 241-0771  
Four Corners (970) 264-0496, fax (970) 264-0496



## Welcome

Thank you for the opportunity to work with you on the financing of your small business real estate or equipment. This application will help you provide the information necessary to process your Small Business Loan. If you are not able to provide all the requested information immediately, please provide the items that are available so that we can begin processing your request. After we have entered your information in our software, documents needing signatures will be returned to you.

CEDCO - Small Business Finance Corporation is a non-profit economic development company committed to providing small businesses in Colorado with the financing they need to acquire or build real estate for their operations and to buy long-lasting equipment. Since its founding in 1983, CEDCO has assisted hundreds of small businesses of every description throughout Colorado.

Please contact a CEDCO Loan Officer with any questions about this application or to learn more about how we help small businesses.

Front Range call Sean Avery or Mary Jane Harmony at 303-893-8989.

Statewide tollfree 1-800-843-8852

In Western Colorado, call Pat Berry at 970-243-1861.

In the Four Corners region and New Mexico, call Edie Newberg at 970-903-4083

Email "*first name*"@cedco.org.



# SBA 504 Loan Application Document Checklist

This checklist has been provided to assist you through the process of gathering the necessary information to expedite your loan request. In addition to completing the attached loan application materials, additional documentation needs to be provided. Each requirement is detailed below.

## INFORMATION ON THE BUSINESS:

### For all Applicants:

- Completed **Company Information** form (Pages 4 and 5.)
- Completed **Project Information** form (Page 6.)
- Brief **History** of the operating business, including when the business was founded, any change in ownership, expansion, etc.

### For Existing Businesses: (those businesses that can provide 2 or more years of business tax returns)

- Debt Schedule** corresponding to the current balance sheet (Page 7.)
- Projected income statement** for the first two years after the loan. (Use your own or complete the attached proforma worksheet on Page 8.)
- Corporate Tax Returns**, federal only, for each of the previous three (3) years, for both the Operating Company and the Real Estate Holding Company (if applicable.) Please provide all schedules, including any K-1s. (If an extension was filed for the previous year, provide a copy of the extension and an additional year of Federal Income Tax Returns.)
- Year-end **Balance Sheet** and **Income Statement** for the Operating Company for each of the previous three (3) years.
- Current **Balance Sheet** and **Income Statement** for the Operating Company. (Current means within 90 days of submission of the application to the SBA.)
- Accounts Payable Aging Report** corresponding to the current Balance Sheet (if applicable.)
- Accounts Receivable Aging Report** corresponding to the current Balance Sheet (if applicable.)

### For New or Start-up Businesses: (those businesses that can provide less than 2 years of business tax returns)

- Each of the documents listed for "Existing Businesses" that are available for the New or Start-up Business.
- A written **Business Plan**.

### Organizational Documents: for both the Operating Company and the Real Estate Holding Company (as applicable)

- Corporations and Personal Corporations:** Articles of Incorporation, By-Laws, Minutes of Organizational Meeting
- Limited Liability Companies:** Articles of Organization and Operating Agreement
- Partnerships:** Partnership Agreement
- Franchises:** Copy of the Franchise Agreement and a copy of the Franchisor's Disclosure Statement

### Real Estate and/or Equipment Information:

- Executed copy of the **Real Estate Purchase Agreement** or a copy of the settlement sheet.
- Contractor Bids** for any construction or remodeling that will be included in the project.
- Current **Appraisal** of the project real estate must be submitted prior to closing; it is helpful prior to application, but not mandatory. (The appraisal must be ordered by the bank partnering with CEDCO.)
- Current **Environmental Analysis** must be submitted prior to closing, but is not mandatory for the application submission. (The specific type - Phase 1, questionnaire, EDR report, etc., depends upon the type of project and also must be ordered by the participating bank.)
- Vendor Bids** for any equipment that will be financed in the project.

## INFORMATION ON THE INDIVIDUAL PARTICIPANTS:

### Personal Information: For each principal of both the Operating Company and the Real Estate Holding Company with an ownership interest percentage of 20% or more and for each Guarantor of this loan.

- Completed **Personal History Statement** (Page 9-11.)
- Completed **Personal Financial Statement** (Pages 12-13.)
- Personal **Tax Returns**, federal only, for the previous 3 years. Please include all schedules including any K-1s.
- If the principal is not a United States citizen, a copy of both the front and back of their residency card must be provided as well as a letter of permission to verify residency status with the Department of Homeland Security (to follow) with an original signature.

### For Affiliate Businesses: A business is considered an affiliate when any principal with 20% or more ownership of either the Operating Company or the Real Estate Holding Company owns 20% or more of another business.

- For each affiliate, provide **Corporate Tax Returns**, federal only, for each of the previous two (2) years at a minimum - three (3) years preferred, **or** a Balance Sheet and Income Statement for the same time periods.
- For each affiliate, provide a **Current Balance Sheet** and **Income Statement**. (Current means within 90 days of submission of the application to the SBA.)



## Company Information

**Operating Company:**

Operating Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
*(if different from street address)*

Company web site address: \_\_\_\_\_

Principal in charge: \_\_\_\_\_ Work phone: \_\_\_\_\_ Work fax: \_\_\_\_\_  
 email: \_\_\_\_\_ cell phone: \_\_\_\_\_

Secondary contact person: \_\_\_\_\_ Work phone: \_\_\_\_\_ Work fax: \_\_\_\_\_  
 email: \_\_\_\_\_ cell phone: \_\_\_\_\_

Type of business: \_\_\_\_\_ Year business was established: \_\_\_\_\_

Is this business a franchise? If "yes," name: \_\_\_\_\_

Number of full-time employees at the present: \_\_\_\_\_

Number of full-time employees to be hired within 2 years as a result of this project: \_\_\_\_\_

**Type of Entity: *check one***

<input type="checkbox"/> Corporation; date incorporated _____ <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Professional Corporation <input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Other: _____
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**Ownership:**

	<u>Full Legal Name</u>	<u>Title</u>	<u>Ownership Interest %</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

**Questions:**

1. Has any officer of your company ever been involved in bankruptcy or insolvency proceedings, If yes, please provide details. Yes \_\_\_\_\_ No \_\_\_\_\_
2. Is your business involved in any pending lawsuits? If yes, please provide details and attach to the application. Yes \_\_\_\_\_ No \_\_\_\_\_
3. Does anyone who owns, manages, or directs this business or their spouse or members of their household work for the Small Business Administration, Small Business Advisory Council, SCORE, ACE, any Federal Agency, or the participating lender? If yes, please provide the name and address of the person and the office where employed. Yes \_\_\_\_\_ No \_\_\_\_\_
4. Does this company buy from, sell to, or use the services of any concern in which someone in this company has a significant financial interest, If yes, please provide details and attach to the application. Yes \_\_\_\_\_ No \_\_\_\_\_
5. Does this business presently engage in export trade, or plan to in the future? Yes \_\_\_\_\_ No \_\_\_\_\_



## Company Information *(continued)*

**Operating Company** *(continued)* :

**Schedule of Business Debt**

Please list all long-term liabilities of the Operating Company - contracts, notes, lines of credit and mortgages payable. Please make sure that these correspond with the balances in the most recent balance sheet being provided with this loan application.

<i>Name of entity owed</i>	<i>Original Amount</i>	<i>Present Balance</i>	<i>Original Date</i>	<i>Maturity Date</i>	<i>Interest Rate</i>	<i>Monthly Payment</i>	<i>Collateral securing the loan</i>
_____	\$ _____	\$ _____	_____	_____	%	\$ _____	_____
_____	\$ _____	\$ _____	_____	_____	%	\$ _____	_____
_____	\$ _____	\$ _____	_____	_____	%	\$ _____	_____
_____	\$ _____	\$ _____	_____	_____	%	\$ _____	_____
_____	\$ _____	\$ _____	_____	_____	%	\$ _____	_____
_____	\$ _____	\$ _____	_____	_____	%	\$ _____	_____
_____	\$ _____	\$ _____	_____	_____	%	\$ _____	_____
_____	\$ _____	\$ _____	_____	_____	%	\$ _____	_____
_____	\$ _____	\$ _____	_____	_____	%	\$ _____	_____
_____	\$ _____	\$ _____	_____	_____	%	\$ _____	_____
_____	\$ _____	\$ _____	_____	_____	%	\$ _____	_____
_____	\$ _____	\$ _____	_____	_____	%	\$ _____	_____
_____	\$ _____	\$ _____	_____	_____	%	\$ _____	_____
_____	\$ _____	\$ _____	_____	_____	%	\$ _____	_____
_____	\$ _____	\$ _____	_____	_____	%	\$ _____	_____

**Real Estate Holding Company:**

If an individual or organization, other than the Operating Company (e.g., an LLC), will take title to the project real estate or equipment, please complete the following section:

Real Estate Holding Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
*(if different from street address)*

Type of business: \_\_\_\_\_ Year business was established: \_\_\_\_\_

**Type of Entity: check one**

<input type="checkbox"/> Corporation; date incorporated _____ <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Professional Corporation <input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Other: _____
--	---

**Ownership:**

	<u>Full Legal Name</u>	<u>Title</u>	<u>Ownership Interest %</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____







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## Projected Income Statement

	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>
Net Sales	_____	_____	_____
Cost of Sales	_____	_____	_____
Gross Profit	_____	_____	_____
Officer Compensation	_____	_____	_____
Wages	_____	_____	_____
Rent	_____	_____	_____
Depreciation	_____	_____	_____
Interest	_____	_____	_____
Other Operating Expenses	_____	_____	_____
Total Expenses	_____	_____	_____
Other Income	_____	_____	_____
Other Expenses	_____	_____	_____
Income (Loss) Before Taxes	_____	_____	_____
Income Tax	_____	_____	_____
<b>Net Income (Loss)</b>	_____	_____	_____



# Personal History Statement

### Instructions:

Must be completed by **each principal** of either the Operating Company or the Real Estate Holding company with an ownership interest percentage of 20% or more as well as any other person or entity providing a guaranty for this loan. The information provided will be entered into our software, and forms will be generated and sent to your for signature. *Please see "Notices Required by Law" section on next page for an explanation regarding disclosure of information and the uses of such information.*

### Name and Contact Information:

State name in full; if no middle name, write "NMN", or if initial only, indicate initial. List all former names used, and the dates each name was used. Use separate sheet if necessary.

	<i>First</i>	<i>Middle</i>	<i>Last</i>
Name: _____	_____	_____	_____
	From (year): _____	To (year): _____	_____
Name: _____	_____	_____	_____
	From (year): _____	To (year): _____	_____
Name: _____	_____	_____	_____
	From (year): _____	To (year): _____	_____

Social Security No: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of birth: \_\_\_\_\_  
City and State or Foreign Country

U.S. Citizen?  Yes  No      If 'no' are you a Lawful Permanent resident alien?  Yes  No  
 If not a U.S. citizen, provide alien registration number: \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
(if at present address for less than 10 years) From (year): \_\_\_\_\_ To (year): \_\_\_\_\_

Home phone: ( ) \_\_\_\_\_ Work phone: ( ) \_\_\_\_\_ Work fax: ( ) \_\_\_\_\_  
 Email: \_\_\_\_\_ Mobile: ( ) \_\_\_\_\_

Spouse Name: \_\_\_\_\_ N/A \_\_\_\_\_  
 Social Security No: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of birth: \_\_\_\_\_  
City and State or Foreign Country

With which race do you most closely identify? Choose only one (optional):

<input type="checkbox"/> African American	<input type="checkbox"/> Eskimo or Aleut	<input type="checkbox"/> Native American (other than Eskimo or Aleut)
<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Puerto Rican
<input type="checkbox"/> Caucasian	<input type="checkbox"/> Multi-Ethnic	

### Statement of Personal History

It is important that the next three questions be answered completely. An arrest or conviction record will not necessarily disqualify you, but it may require more time to process your application and an untruthful answer will cause your application to be denied. If you answer "yes" to 1, 2, or 3, furnish details on a separate sheet. Please include dates, locations, fines, sentences, whether misdemeanor or felony, dates of parole/probation, unpaid fines or penalties, name under which charged, and any other pertinent information.

1. Are you presently under indictment, on parole or probation? (If yes, indicate date parole or probation is to expire.)  Yes  No
2. Have you ever been charged with and or arrested for any criminal offense other than a minor motor vehicle violation? Include offenses which have been dismissed, discharged, or not prosecuted. (All arrests and charges must be disclosed and explained on an attached sheet.)  Yes  No
3. Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor vehicle violation?  Yes  No



Personal History Statement (continued)

Education, Work Experience, and Military Background (May substitute a resume in lieu of the following section):

Education (college or technical training):

Table with 4 columns: Name and location, Dates Attended, Major, Degree or Certificate. Rows 1-4.

Military Service Background

Branch, Rank at Discharge, From (year), To (year), Veteran? Yes/No

Work Experience (List chronologically, beginning with present employment. Attach separate sheet if necessary.)

Company name/location, From, To, Title. Repeated for multiple entries.

NOTICES REQUIRED BY LAW

The following is a brief summary of the laws applicable to this solicitation of information.

Paperwork Reduction Act (44 USC.. Chapter 35)

SBA is collecting the information on this form to make a character and credit eligibility decision to fund or deny you a loan or other form of assistance.

Any person can request to see or get copies of any personal information that SBA has in his or her file, when that file is retrievable by individual identifiers, such as name or social security numbers.

Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled.

Additionally, SBA is specifically authorized to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B), 15 USC § 636(a)(1)(B).

When this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature, SBA may refer it to the appropriate agency, whether Federal, State, local, or foreign, charged with responsibility for or otherwise involved in investigation, prosecution, enforcement or prevention of such violations.



## Personal History Statement *(continued)*

### Affiliated of Subsidiary Businesses

For each affiliated (through ownership or management control) or subsidiary business, please provide the last two fiscal year-end balance sheets and operating statements and/or federal income tax returns for the last two years and a current (dated no more than 60 days prior to SBA submission) balance sheet and income statement.

**NONE**  
OR

Names of affiliated businesses (through ownership or management control) or subsidiary businesses.

	Affiliate #1	Affiliate #2	Affiliate #3
Owner #1 Name:			
Owner #1 ownership interest %			
Owner #2 Name:			
Owner #2 ownership interest %			
Owner #3 Name:			
Owner #3 ownership interest %			

### Previous Government Borrowing:

**NONE**

Or, complete the chart for the following:

1. SBA loan applications pending for the applicant or any of its affiliates.
2. Federal debt, including SBA, received by the applicant including loans that have been paid in full or charged off.
3. Federal debt (including student loans and disaster loans) borrowed by any principal of the applicant.
4. Federal debt borrowed by any other business currently or previously owned by any principal of the applicant.

*If there has been a loss to the government as a result of a charge off, compromise, or discharge due to bankruptcy for any of the listed debt, it must be identified below. LOSS is the outstanding principal balance of the loan that the government agency had to write off after all collection activities (including compromises) were finalized.*

	Loan #1	Loan #2	Loan #3
Borrower's Name			
Name of Agency			
Agency Loan #			
Lender			
Purpose of loan			
Date of Loan Application			
Original Amount of Loan			
Current Balance			
Loan Status <i>(current or past due)</i>			
Amount of Loss to the Government			
SBA Guarantee % / Balance <i>(if known)</i>			

*If there are more than three loans, please attach an additional sheet listing the above information.*



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# Personal Financial Statement

Must be completed by each principal of either the Operating Company or the Real Estate Holding company with an ownership interest percentage of 20% or more as well as any other person or entity providing a guaranty for this loan. The information provided will be entered into our software, and forms will be generated and sent to your for signature.

Name: \_\_\_\_\_  
*First*
*Middle*
*Last*

Effective date of values below: \_\_\_\_\_

**Assets:**

	<i>omit cents</i>
Cash on hand and in banks _____	\$ _____
Savings Accounts _____	\$ _____
IRA or other Retirement Account _____	\$ _____
Accounts & Notes Receivable _____	\$ _____
Value of business(-es) owned - <i>Current book value</i> _____	\$ _____
Automobile(-s) - <i>Present Value</i> _____	\$ _____
Life Insurance - <i>Cash surrender value only</i> _____	\$ _____
Face value: \$ _____	
Name of insurance company: _____	
Beneficiary: _____	
Other Personal Property _____	\$ _____

Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency. \_\_\_\_\_

Other Assets - *describe*: \_\_\_\_\_ \$ \_\_\_\_\_

Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency. \_\_\_\_\_

Stocks and Bonds:	<i>Name of Security</i>	<i>Number of shares</i>	<i>Current Market Value pr share</i>	<i>Total Value</i>
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			<b>TOTAL:</b> \$	\$ _____

Real Estate Owned: *List each parcel separately. Use additional sheets if necessary.*

	<i>Property A</i>	<i>Property B</i>	<i>Property C</i>
Type of property:			
Address:			
Date purchased:			
Purchase price:	\$	\$	\$
Current Market Value:	\$	\$	\$
Financed by: <i>Name</i>			
<i>Address</i>			
Mortgage account number:			
Balance owed:	\$	\$	\$
Monthly payment:	\$	\$	\$
Status of loan: <i>Current or Past Due</i>			

Total current market value of Real Estate holdings: \$ \_\_\_\_\_

**Total Assets:** \$ \_\_\_\_\_





**Non-Citizens**

Any alien who owns 20 percent or more of the applicant business must provide current/valid U.S. Citizenship and Immigration Services (USCIS) documents to the SBA lender representative (CEDCO) to determine eligibility for the SBA loan request. The lender must verify the USCIS status of each alien, including Legal Permanent Residents.

CEDCO will submit a "Document Verification Request" with supporting information to the nearest USCIS office. USCIS then releases information about the status of an alien to the requesting lender ONLY when a signed and dated authorization from the alien is attached to and submitted with the "Document Verification Request" on that alien.

The primary documents acceptable as "supporting information" are a "Resident Alien Card" or a "Permanent Resident Card." Copies of both the front and the back of the card as well as an original letter like the one that follows must be provided by the applicant alien.

Date: \_\_\_\_\_

U.S. Citizenship and Immigration Services  
8101 North Stemmons Freeway  
Dallas, TX 75247  
Attn: Immigration Status Verification Unit

RE: Letter of Permission/Document Verification Request.

To Whom It May Concern:

I authorize the U.S. Department of Homeland Security to release information regarding my immigration status to Small Business Finance Corporation, 1175 Osage Street, Suite 110, Denver, Colorado 80204, phone 303-893-8989/fax #303-892-8398, because I am applying for a U.S. Small Business Loan.

Regards,

\_\_\_\_\_  
(Name. Must be original signature)

Address: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_



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# Signatures

I authorize SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the statements contained in the attachments are true and accurate as of the stated dates). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 USC. 1001).

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date \_\_\_\_\_ Social Security Number \_\_\_\_\_