

SBA Loan Application

Company Information

Company Name _____

Address _____ City _____ State _____ Zip _____

Principal in charge _____ Phone _____ Fax _____

Secondary contact person _____ Phone _____ Fax _____

e-mail address _____

Type of Business _____ Date established _____

Tax ID # _____ Type of entity (check one): Proprietorship Partnership Corporation LLC

Company Ownership

Name _____ Title _____ % of Ownership _____

Name _____ Title _____ % of Ownership _____

Name _____ Title _____ % of Ownership _____

Affiliate Business (IF APPLICABLE)

Name _____ Owner _____ % of Ownership _____

Number of employees _____

Name _____ Owner _____ % of Ownership _____

Number of employees _____

Existing Business Location

Address _____ Square feet _____ Lease payment _____ Replaced by new facility? _____

Address _____ Square feet _____ Lease payment _____ Replaced by new facility? _____

References

Bank name _____ Acct no. _____ Acct officer _____ Phone _____

Accountant _____ Firm name _____ Phone _____

Attorney _____ Firm name _____ Phone _____

Trade references _____ Contact person _____ Phone _____

Nature of Your Business

Nature of your business _____

Type of products or services (include any catalogs or brochures) _____

Geographic market area _____

List key customers _____

List major competitors _____

Project Information

Street address of project _____

City _____ State _____ Zip _____ County _____

What is the square footage of the new building? _____ *What is the square footage your company will occupy? _____

*Please note – We require your company to occupy 51% of an existing building and 67% of a new building initially.

If known, how will the property be vested (i.e. individually, husband and wife, partnership, LLC, corporation, trust...) _____

Please provide appropriate document (i.e. Partnership Agreement, LLC documents, Articles of Corporation, Trust Agreement.....).

Total Project Costs

(A) Purchase existing building or equipment only	(B) Construction Project	(C) Other	Payoff SBA loan	\$ _____
Purchase price	Land acquisition		Payoff Bank loan	\$ _____
Improvements	Construction bid		Other Debt Payment	\$ _____
Equipment*	Permits, other soft costs		Inventory Purchase	\$ _____
Other	Equipment*		Working Capital	\$ _____
Total (A)	Other		Acquisition of Existing Business	\$ _____
	Total (B)		All other	\$ _____
		Total (C)		\$ _____

*Please note – equipment to be financed must have a useful life of 10 years or greater.

Total (A+B+C) \$ _____

If there are any tenants that will remain in the building, please provide the following information: Also, please provide copies of the existing leases.

Tenant name	Square footage	Lease expiration	Rent amount

Employee Questionnaire

Number of current employees _____ Number of employees if loan is approved _____

Key employees:

Name	Title	Responsibilities	Years with company	Years in the industry

Miscellaneous Questions

Have you or any officers of your company ever been involved in bankruptcy or insolvency proceedings? ____ If yes, please provide details.

Are you or your business involved in any pending lawsuits? ____ If yes, please provide details.

Do you have any co-signers and/or guarantors for this loan? If so, please submit their names, address and personal balance sheets.

Have you or any principals or affiliates obtained any previous government financing? ____ If yes, please provide the following:

Name of Agency _____ Payment amount _____

Original Amount \$ _____ Date of the loan _____ Account Number _____

Current Balance \$ _____ Interest Rate _____ Maturity Date _____ Status _____

Have you ever received an SBA loan? ____ If yes, please provide a copy of the SBA Loan Authorization Document and the following:

Name of Agency _____ Payment amount _____

Original Amount \$ _____ Date of the loan _____ Account Number _____

Current Balance \$ _____ Interest Rate _____ Maturity Date _____ Status _____

If you answer yes to any of the following questions; please provide details.

Do you buy from, sell to, or use services of any concern in which someone in your company has a significant financial interest? _____

Does your business, its owners or majority stockholders own or have a controlling interest in other businesses? _____

If yes, please provide their names and the relationship with your company along with a current balance sheet and operating statement for each.

Do you or your spouse or any member of your household, or anyone who owns, manages, or directs your business or their spouses or members of their households work for the Small Business Administration, Small Business Advisory Council, SCORE, or ACE, any Federal Agency, or the participating lender? _____ If yes, please provide the name and address of the person and the office where employed.

Machinery or Equipment

Are you purchasing machinery or equipment with your loan money? _____ If yes, you must include a list of the equipment and cost as quoted by the seller and his name and address.

(Attach invoices and/or bids for purchase if applicable).

Description	Make/Model	Seller	Quantity	Cost
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Checklist

Business Information

Business financial statements for the last three years
Projections (If business is less than three years old)
Interim financial statements dated within the last 45 days
Business debt schedule (form attached)
Federal tax returns for the last three years
Certificate of Incorporation, Articles of Incorporation, and By-Laws (If corporation)
Certificate of Organization, Articles of Organization, and Operating Agreement (If LLC)
Partnership Agreement (If partnership)
Business License and Fictitious Business Name Statement (If Proprietorship)
Franchise Agreement

Personal Information (for each owner of 20% or greater)

Personal tax returns for the last three years
Personal resume (form attached)
Personal financial statement (form attached)

Real Estate Information

Real Estate Purchase Agreement or settlement sheet
Existing survey (if within a year)
Construction cost budget and/or equipment invoices or bids
Existing environmental studies

Authorization to Release Information

In connection with my application for financing (and any update, extension, modification, renewal or review of such financing, if it is granted), each of the undersigned hereby authorizes Lender and each of its affiliates (collectively, the "Lender") to make all inquiries it deems necessary to verify the accuracy of the information provided in my application and to determine my creditworthiness including; without limitation, obtaining consumer and/or business credit reports regarding me or any entity I am affiliated with. Each of the undersigned individuals hereby acknowledges that Lender will obtain a consumer credit report concerning them.

The Lender may, at any time at its sole discretion, disclose the status of the proposed financing transaction and the credit data and other information concerning or relating to the undersigned or the proposed financing transaction to the SBA, credit reporting agencies, referral sources, franchisors, vendors, loan participants, other lenders, agents and affiliates of any undersigned or the Lender.

The undersigned hereby certify that the application information, including all attachments, exhibits, schedules, etc. are valid, accurate and complete.

All owners including stockholders with 20% or more ownership interest, partners, directors and guarantors must sign this form spouses should sign when applicable).

Name _____ Social Security # _____

Home Address _____ City _____ State _____ Zip _____

Signature _____ Date _____

Name _____ Social Security # _____

Home Address _____ City _____ State _____ Zip _____

Signature _____ Date _____

Name _____ Social Security # _____

Home Address _____ City _____ State _____ Zip _____

Signature _____ Date _____

Name _____ Social Security # _____

Home Address _____ City _____ State _____ Zip _____

Signature _____ Date _____

Business Debt Schedule

Date _____

Indebtedness: Furnish the following information on all installment debts, contracts, notes, and mortgages payable. Do not include accounts payable or accrued liabilities.

Company Name _____

Creditor Name / address / account number	Original amount	Original date	Current balance	Interest rate	Maturity Date	Monthly Payment	Security or how proceeds used	Status
Total present balance**				Total monthly payments				

* Should be the same date as current financial statement.

** Total must agree with balance shown on current financial statement.

ESTIMATED PROJECTIONS and FORECAST OF TWO YEAR'S EARNINGS

APPLICANT'S NAME:

	First Year Projections		Second Year Projections	
	Dollar Estimates (See NOTE Below)	# of Gross Receipts	Dollar Estimates (See NOTE Below)	# of Gross Receipts
Gross Receipts	\$		\$	
Merchandise Cost	\$		\$	
Gross Profit	\$		\$	
Expenses:				
Officer's Salaries (Corp)	\$		\$	
Employee's Wages	\$		\$	
Accounting & Legal Fees	\$		\$	
Advertising	\$		\$	
Rent	\$		\$	
Depreciation	\$		\$	
Supplies	\$		\$	
Electricity/Gas/Water	\$		\$	
Telephones	\$		\$	
Interest	\$		\$	
Repairs	\$		\$	
Taxes	\$		\$	
Insurance	\$		\$	
Bad Debts	\$		\$	
Other (Identify)	\$		\$	
Other (Identify)	\$		\$	
Total Expenses	\$		\$	
Net Profit Before Taxes	\$		\$	
Less Income Taxes	\$		\$	
Net Profit After Taxes	\$		\$	
Less Withdrawals (Proprietorship or Partnership Only)	\$		\$	
Net Profit Remaining for Payments of Loan	\$		\$	

NOTE: Attach narrative explaining basis for figures, showing receipts, expenses and profits.

I certify that the forgoing data fairly represents potential annual earnings to the best of my (our) knowledge.

Signature

Title

Date