



APPLICATION FOR BUSINESS LOAN CHECKLIST

Completed Application

Personal Financial Statement (SBA form 413), form attached, **owners with 20% or more**

Statement of Personal History (SBA form 912), form attached, **owners with 20% or more and Managers if different than owners**

Résumés on all principals and Managers of the company

Current and Previous SBA and other Government Debt (use form provided)

Authorization to obtain and release information (use form provided)

Personal Federal Tax Returns for past 3 years, signed

Federal Tax Returns for past 3 years, signed

Balance Sheet and Income Statement for each entity, signed

Interim Balance Sheet and Income Statement, dated within 90 days, signed

New or expanding business? Provide projections for 2 years on a monthly basis

Franchise Agreement, if applicable

Detailed cost breakdown (for any equipment, construction or remodeling)

Copy of Driver's License for all individuals owning 20% or more of the business and Managers.

Form 4506-T - Request for Transcript of Tax Return, form attached– **all individual,s owner and all entities**

Organizational documents for the borrower and operating company (i.e. Corporation – Articles of Incorporation & Bylaws; LLC – Articles of Organization & Operating Agreement etc.)

Executed Purchase and Sale Agreement with all amendments (if purchasing land or buildings)

Environmental Questionnaire, form attached

Affiliates: please fill out attached form

Any entity that you have an ownership of 20% or more

Provide two years financial statements and tax returns, signed.

Have any affiliated companies received (previous or current) SBA financing? If so, what is the current balance?

Business Lending Solutions is an Equal Opportunity Provider

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A Division of Region IV Development

APPLICATION FOR BUSINESS LOAN

COMPANY INFORMATION

Applicant name:			Tax I.D. or SSN:		
Address:					
City:		State:		ZIP Code:	
Phone:		Fax:		E-mail:	
Principal in Charge:				Cell:	
Date business commenced:			Type of Business:		
DUNS#			→ (http://fedgov.dnb.com/webform)		
Sole proprietorship:	Partnership:	Corporation:	LLC:	Other:	
Partner/Member Name:		Title:		Ownership %:	
Partner/Member Name:		Title:		Ownership %:	
Partner/Member Name:		Title:		Ownership %:	
Partner/Member Name:		Title:		Ownership %:	

PROJECT INFORMATION (if different from above)

Primary business address:		
City:	State:	ZIP Code:

BORROWER ENTITY

Name of Borrower:		Tax I.D. or SSN:
Name of Borrower:		Tax I.D. or SSN:

BANK CONTACT

Bank Name:		Account Officer:
Address:		
City:	State:	ZIP Code:
Phone:	Fax:	E-mail:

USE OF PROCEEDS

Land Acquisition	\$
Land Improvements	\$
Purchase and/or Remodel Building	\$
New Construction	\$
Purchase Machinery & Equipment	\$
Purchase Furniture & Fixtures	\$
Working Capital	\$
Inventory	\$
Other (contingencies, interest, etc.)	\$
Professional Fees (Environmental, Appraisal, etc)	\$
Total	\$

SOURCE OF MY EQUITY/INJECTION

Cash: \$	Land, Building, Equipment: \$	Other: \$
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HISTORY AND NATURE OF YOUR BUSINESS

(Use a separate sheet if necessary)

1. When was your company established and by whom?

2. When did you gain control of the business?

3. What products or services do you sell? (enclose any catalogs or brochures)

4. What is your geographic market area?

5. How do you market your product or service? (i.e. type of advertising, direct mail, outside salesman, etc.)

6. What is the size (sq ft) of your current facility?

7. When does your lease expire?

8. Do you have any affiliate and/or subsidiary firms?

YES

NO

Please Name:

If so, please provide the last Three (3) fiscal year-end financial statements for the listed firms.

9. Is your business a franchise?

YES

NO

If Yes, FRUNS#:

If so, please include a copy of the Franchise Agreement and the Franchiser's FTC Disclosure Statement.

[\(http://www.franchiseregistry.com/fruns/\)](http://www.franchiseregistry.com/fruns/)

EXPECTED BENEFITS FROM THE LOAN

(This information can be included with the information above on a separate sheet)

1. How will the loan help your business? (increase revenues, add new products/services, improve efficiency, etc.)

2. If you are moving to a new location, how will this impact your business?

3. Have you applied for this loan at a bank, credit union, etc? If so, what were the results?

EMPLOYEE QUESTIONNAIRE

Number of Existing Employees:

Full Time:

Part Time:

Number of new employees anticipated as a result of this project within the next two years:

Full Time:

Part Time:

BUILDING SIZE AND OCCUPANTS

(if Applicable)

What will be the square foot of your new facility?

Are there any existing tenants that will remain in the building?

YES

NO

Do you intend to lease out any space?

YES

NO

Tenant	Square Foot	Lease Expires

THE FOLLOWING INFORMATION IS REQUESTED ON ALL LOAN APPLICATIONS IN OR DER TO DETERMINED PARTICIPATION OF VARIOUS GROUPS. COMPLETION OF THIS SECTION IS VOLUNTARY.

With which ethnic group does the owner of the business most closely identify? (Choose only one)

- | | | |
|--|-----------------|-------------------------|
| Native American (Other than Eskimo or Aleut) | Eskimo or Aleut | Asian, Pacific Islander |
| White | Hispanic | African American |
| | | Other |

CERTIFICATION:

By signing below, I (we) hereby authorize Region IV Development Association, Inc., and Region IV Development Corporation (collectively referred to as Business Lending Solutions) as well as any governmental agency regulating or administering various loan programs, to make all inquiries deemed necessary to verify the accuracy of the statements made herein and to determine my (our) credit worthiness. I (we) certify the information and the statements contained herein and the information provided to support the application is a true and accurate statement of my (our) financial condition as of the date stated herein. I (we) understand that if I (we) knowingly make a false statement or overvalue an asset, I (we) may be subject to fines or imprisonment as defined by applicable laws. I (we) understand that this application will be reviewed for possible funding via several different loan programs. I (we) authorize Business Lending Solutions to contact our accountant(s), bank(s) and credit references, obtain credit reports from various credit reporting agencies, and to conduct any other activities necessary to review my (our) application. I (we) understand that financing is dependent upon factors that Business Lending Solutions cannot control such as economic and financial conditions, the ultimate decision of oversight committees and/or lending institutions, changing lending programs and criteria, and other variables outside of the control of Business Lending Solutions. Accordingly, Region IV Development does not guarantee that I (we) will obtain financing. I (we) agree that Business Lending Solutions shall not be responsible or liable in any manner to me (us) or any other person or organization in the event that financial assistance is not obtained from financing sources, regardless of the reason for failing to obtain financing. I (we) also agree that Business Lending Solutions shall not be liable for any of the debts or obligations that are incurred on my (our) behalf. I (we) further agree that I (we) and all related parties will hold harmless and defend Business Lending Solutions including its officers, directors, and employees; and I (we) agree to pay all of Business Lending Solutions' costs and expenses, including attorney's fees, in the event any claim is made or lawsuit is filed by or against Business Lending Solutions arising out of any transaction or assistance provided.

Each Owner, Proprietor, General Partner, Limited Partner Member or Stockholder owning 20% or more, Guarantor, and spouse (when applicable), must sign below.

BY:

Name and Title	Date
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BY:

Name and Title	Date
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BY:

Name and Title	Date
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BY:

Name and Title	Date
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BY:

Name and Title	Date
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BY:

Name and Title	Date
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