

## SBA 504 LOAN APPLICATION

### Operating Company

Company Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Principal in charge \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Work Fax ( ) \_\_\_\_\_

Email \_\_\_\_\_

Type of Business \_\_\_\_\_ Date Established \_\_\_\_\_

Type of Entity (check one)       Proprietorship     Partnership     LLC     S-Corp     C-Corp    Other

Federal Tax ID # \_\_\_\_\_ DUNS# \_\_\_\_\_

If Corporation:                      President \_\_\_\_\_

   Vice President \_\_\_\_\_

   Secretary \_\_\_\_\_

Company Ownership                Name \_\_\_\_\_ % Ownership \_\_\_\_\_

   Name \_\_\_\_\_ % Ownership \_\_\_\_\_

   Name \_\_\_\_\_ % Ownership \_\_\_\_\_

   Name \_\_\_\_\_ % Ownership \_\_\_\_\_

### Holding Company (if Real Estate held separately) – if property held personally, please indicate name here

Company Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Principal in charge \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ Work Fax ( ) \_\_\_\_\_

Email \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_

Date Established \_\_\_\_\_

Type of Entity (check one)       Proprietorship     Partnership     LLC     S-Corp     C-Corp

Company Ownership                Name \_\_\_\_\_ % Ownership \_\_\_\_\_

   Name \_\_\_\_\_ % Ownership \_\_\_\_\_

   Name \_\_\_\_\_ % Ownership \_\_\_\_\_

   Name \_\_\_\_\_ % Ownership \_\_\_\_\_

## New Project Information

Street address of project \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Square footage of new building \_\_\_\_\_ Square footage your company will occupy \_\_\_\_\_

*\*Please note – SBA requires your company to occupy 51% of an existing building or 60% of a new building*

Escrow closing date \_\_\_\_\_ Realtor's name \_\_\_\_\_ Phone number \_\_\_\_\_

**If there are any tenants that will lease a portion of the building, please provide the following information:**

Tenant Name	Square Footage	Lease Expiration	Monthly Rent Amount

## New Project Information

### Purchase of Existing Building or Equipment only

### Construction Project

Purchase price.....	\$ _____	Land Acquisition.....	\$ _____
Remodel/Renovation	\$ _____	Construction Bid.....	\$ _____
Equipment*.....	\$ _____	Architects, permits, other soft costs	\$ _____
Other.....	\$ _____	Equipment.....	\$ _____
Total	\$ _____	Other.....	\$ _____
		Total	\$ _____

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

## Employees

Number of Current Employees: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Estimated number of employees in two years as a result of this project: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

## Affiliate Businesses List any other business owned by any principal with 20% or more ownership in operating company.

Name \_\_\_\_\_ Owner \_\_\_\_\_ % of Ownership \_\_\_\_\_

Name \_\_\_\_\_ Owner \_\_\_\_\_ % of Ownership \_\_\_\_\_

Name \_\_\_\_\_ Owner \_\_\_\_\_ % of Ownership \_\_\_\_\_

## Existing Business Locations

Address \_\_\_\_\_ Square Feet \_\_\_\_\_ Lease payment \_\_\_\_\_ Replaced by new facility? \_\_\_\_\_

Address \_\_\_\_\_ Square Feet \_\_\_\_\_ Lease payment \_\_\_\_\_ Replaced by new facility? \_\_\_\_\_

## Miscellaneous Questions

Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings? \_\_\_\_\_

Are you or your business involved in any pending or prior lawsuits? \_\_\_\_\_ *If yes, please provide details on a separate sheet*

Have you ever received a SBA loan?  Yes  No *If yes please provide a copy of the SBA Loan Authorization document and the following:*

Original Amount \$ \_\_\_\_\_ Date of loan \_\_\_\_\_

Current Balance \$ \_\_\_\_\_ Status \_\_\_\_\_

## Checklist

### Business Information

Business financial statements for last 3 years
Business tax returns for last 3 years
Business debt schedule (form attached)
Two years projected income statement with assumptions
Interim financial statements within last 60 days Along with A/R and A/P Aging reports
Affiliated business – 2 years financials and current financial statements (if applicable)

### Legal Entity Documents (as applicable)

Sole Proprietorship – Assumed Business Name filing
Corporation – Articles of Incorporation & Corporate By-Laws
LLC – Articles of Organization & Operating Agreement
Partnership – Partnership Agreement
Franchise Agreement (if applicable)

### Personal information (for each 20% owner)

Personal tax returns for last 3 years
Personal financial statements (form attached)
Personal History Statements (SBA form 912 attached)
Copy of driver's licenses

### Real Estate Information

Real Estate Purchase Agreement or Settlement Statement
Construction cost budget and / or equipment bids
Existing Environmental studies (or fill out form)
Appraisal

**\*\*All financial statements must be signed and dated by the applicants – please sign front page of all financials (tax returns, interim statements, personal financial, etc.)**

## Authorization to Release Information

I/We hereby authorize any financial corporations, insurance companies, investors, credit bureaus, employers, banks, etc. to release any and/or all information on my/our records and/or accounts to Big Sky Economic Development Corporation at its request.

I/We also authorize any information to be released by my/our original or photocopied signature.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided here within or at a later date, is valid and correct to the best of my/our knowledge.

Applicant Signature \_\_\_\_\_

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

Printed Name \_\_\_\_\_

Applicant Signature \_\_\_\_\_

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

Printed Name \_\_\_\_\_

## Nature of Business

*Please include copy of business plan*

Describe the type of business you are in and when / how you became involved \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of products or services (include any catalogs or brochures) \_\_\_\_\_

\_\_\_\_\_

Geographic market area served \_\_\_\_\_

\_\_\_\_\_

List major competitors \_\_\_\_\_

\_\_\_\_\_

List key customers \_\_\_\_\_

\_\_\_\_\_

How will this loan benefit your company? \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_ SS# \_\_\_\_\_  
First Middle Last

Date of Birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Home address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Home phone \_\_\_\_\_ Business phone \_\_\_\_\_

Previous address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Spouse Name \_\_\_\_\_ SS# \_\_\_\_\_  
First Middle Last

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

**Personal Information**

Are you a U.S. citizen? *(If no, please provide a copy of your Alien Registration or Visa Card)* .....  Yes  No

Are you presently under indictment, on parole or probation?  
*(If yes, furnish details in separate exhibit. List name(s) under which held, if applicable.)* .....  Yes  No

Have you ever been charged with or arrested for any criminal offense other than a minor motor vehicle violation?  
*(If yes, furnish details in separate exhibit. List name(s) under which held, if applicable.)* .....  Yes  No

Have you ever been convicted of any criminal offense other than a minor motor vehicle violation?  
*(If yes, furnish details in separate exhibit. List name(s) under which held, if applicable.)* .....  Yes  No

**Military Service background**

Branch \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Honorable Discharge? .....  Yes  No

Vietnam Veteran? .....  Yes  No

Rank at Discharge? \_\_\_\_\_

## Business Debt Schedule

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

Date \* \_\_\_\_\_

Creditor Name/Address	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Security	Current or Delinquent?
Total Present Balance **				Total Monthly Payment				

\*Should be the same date as current financial statement

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