



504 Loan Package Applicant Checklist

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	Name of Borrower:	Email:	Phone:
	Please provide the following, if applicable. Once the information is received, we may have more questions.		
1	ADC Application	To be completed and signed by principal	
2	Fee Agreement & Deposit	To be signed by principal and \$2,500 deposit payable to ADC	
3	Organizational docs / EIN#	Operating Company (OC), Real Estate Holding Company (EPC) (if applicable) & Affiliates	
4	Personal Financial Statement / Personal Tax Returns	<ul style="list-style-type: none"> 1 year - Personal Tax Return Personal Financial Statement- For all 20% or more owners and spouses (if married) 	
5	Resume	Provide for all 20% or more owners & anyone involved in daily operations of the business	
6	Driver's License	Provide for all 20% or more owners	
7	Borrower Cert	To be signed by all owners and spouses (if joint tax returns are filed)	
8	IRS 8821	To be signed by principal	
9	SBA 1244 Section 1	To be completed	
10	SBA 1244 Section 2	To be completed by all 20% or more owners/key employees. *Must hand initial #1 - #9	
11	SBA 1244 Section 3	To be signed by applicant and anyone who completed Section 2	
12	Business Tax Returns- For OC/EPC unless EPC is a newly formed entity	<ul style="list-style-type: none"> 2 years of tax returns – OC 2 years of tax returns – EPC, if applicable 	
13	Business Interims- For OC/EPC unless EPC is a newly formed entity	<ul style="list-style-type: none"> Current year-to-date balance sheet and income statement Current debt schedule as of same date as above Aging of A/R and/or A/P as of same date as above 	
14	Projections -For new business, acquisition/change of ownership or as requested by the ADC	<ul style="list-style-type: none"> Projections for Year 1 and Year 2 including proforma balance sheet with written assumptions Monthly cash flow for first 12 months of operations <u>OR</u> for 3 months beyond the break-even point 	
15	Previous Gov't Financing	SBA Authorization, Note, 12 month payment history for any SBA/EIDL loan for OC, EPC, Affiliates/Associate	
16	Affiliate Financial Information	<ul style="list-style-type: none"> 2 years business tax returns or 2 years year-end balance sheet (if Sch C Guarantor) Current debt schedule for each affiliate Current year-to-date financial statement- if affiliate is a guarantor 	
17	Franchise	Franchise Agreement/Management Agreement	
18	Project Cost Documents	<ul style="list-style-type: none"> Real estate Purchase Agreement/LOI signed by either buyer/seller Mortgage/Note/Settlement Statement if real estate has already been purchased Construction/Renovation/FF&E quotes signed/on letterhead; dated w/in 90 days 	
19	Debt Refinancing	<ul style="list-style-type: none"> Copy of debt being refinanced- ie. Note/Mortgage. If SBA loan- provide Authorization 12 month payment history of debt being refinanced Borrower Refinance Certification completed by Applicant 	
20	Environmental Questionnaire	To be completed/signed by Applicant [& Seller if applicable]. A Report may be required.	
21	Business Plan / Feasibility Study	For new business, specialized property, or as requested by the ADC/SBA	
22	Appraisal	FYI: will be ordered by the bank	
23	Detailed history and summary of business:	To be provided as an attachment	
24	Misc requests/Notes:		