



# ADC SBA 504 CHECKLIST

ADC Contact: Marla Woodman ([mwoodman@adcloans.com](mailto:mwoodman@adcloans.com)) Telephone: (864) 382-2350

	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	To be signed by principal	
3	Deposit	\$2,500 deposit payable to ADC mailed to 880 S Pleasantburg Dr Ste 3E Greenville, SC 29607. Please note underwriting will not begin until the deposit has been received.	
4	Organizational docs / EIN#	Provide for Operating Company, Real Estate Holding Company (EPC) (if applicable) & Affiliates	
5	Personal Tax Return	1 year - Personal Tax Return	
6	Personal Financial Statement	Provide for all 20% or more owners and spouses (if married)	
7	Resume	Provide for all 20% or more owners	
8	Driver's License	Provide for all 20% or more owners	
9	IRS 8821	To be signed by principal	
10	SBA 1244	To be completed by principal who must hand initial #4 on Page 2 of Borrower Info Form	
11	Business Tax Returns- For OC/EPC unless EPC is a newly formed entity	2 years of tax returns – OC 2 years of tax returns – EPC, if applicable If new business, provide proforma balance sheet with written assumptions	
12	Business Interims- For OC/EPC unless EPC is a newly formed entity	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	
13	Projections -For new business, acquisition/change of ownership or as requested by the ADC	Projections for Year 1 and Year 2 including written assumptions Monthly cash flow for first 12 months of operations OR for 3 months beyond the break-even point	
14	Previous Gov't Financing	SBA Authorization, Note, payment history, and PPP/EIDL forgiveness (if applicable) for OC, EPC, Affiliates/Associate	
15	Affiliate Financial Information	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	
16	Franchise	Franchise Agreement/Management Agreement	
17	Project Cost Documents	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	
18	Debt Refinancing	Copy of debt being refinanced- ie. Note/Mortgage. If SBA loan- provide Authorization 12 months payment history of debt being refinanced Borrower Refi Certification signed by principal	
19	Environmental Questionnaire	To be completed/signed by principal [& Seller if applicable]. A Report may be required.	
20	Business Plan / Feasibility Study	For new business, specialized property, or as requested by the ADC/SBA	
21	Appraisal	FYI: will be ordered by the bank	
22	Detailed history and summary of business:	To be provided as an attachment	
23	Misc requests/Notes:		