



Business Profile

Is the following business the: Borrower, Operating Company

Legal Business Name: _____
 Address/City/State/Zip Code: _____

Taxpayer ID: _____
 Telephone Number: _____

Business Structure:
 Sole Proprietor
 Partnership
 Corporation
 Sub-S Corp.
 Other (explain) _____

Nature of Business _____

Time as Current Owner: _____ Prior 12 mo sales \$ _____ Number New Employees to be created in 2 years _____
 Net Income \$ _____ Number Existing Employees _____

Project Information

***NOTE: This type loan requires that you occupy at least 51% of an existing building and/or 60% of a new facility.**

Street Address of Project: _____ City: _____ County: _____ State: ___ Zip: _____

Present address if different: _____ City: _____ County: _____ State: ___ Zip: _____

Use of Proceeds

Land Acquisition _____ \$ _____
 New Construction/Expansion/Repair _____ \$ _____
 Acquisition of Existing Facility _____ \$ _____
 Acquisition and/or Repair of Machinery _____ \$ _____
 Professional Fees _____ \$ _____
 All Other (Contingencies and Interim Interest) _____ \$ _____
 Refinance under eligible SBA current program _____ \$ _____
 Total Project Amount \$ _____

Information Concerning Owner(s) and/or Guarantor(s)

(List ALL Principals, Owners, and Guarantors who will be obligated on this credit. Attach additional sheets as needed)

Will this individual be a:
 Borrower, Co-Borrower, or Guarantor
 on this credit application?
 Name _____
 Title _____ %Ownership _____
 Home Address _____
 Place of Birth _____ SS# _____
 Date of Birth _____

Will this individual be a:
 Borrower, Co-Borrower, or Guarantor
 on this credit application?
 Name _____
 Title _____ %Ownership _____
 Home Address _____
 Place of Birth _____ SS# _____
 Date of Birth _____

Miscellaneous

Are any taxes owed for years prior to current year? If yes, by whom Yes No
If yes, by Whom? Borrower Co-Borrower Guarantor (Please Attach Explanation)

Do any of the parties involved in this credit request act as an endorser, guarantor, maker or co-maker for any other obligations? Yes No
If Yes, Who? Borrower Co-Borrower Guarantor (Please Attach Explanation)

Have any of the parties involved in the credit request ever been involved in any bankruptcy proceedings? Yes No
If Yes, Who? Borrower Co-Borrower Guarantor (Please Attach Explanation)

Are there any pending law suits or outstanding judgments against any of the parties involved in this credit request? Yes No
If Yes, Who? Borrower Co-Borrower Guarantor (Please Attach Explanation)

Are any of the parties involved in this credit request now or previously employed by the Federal Government?
 Yes No
If Yes, Who? Borrower Co-Borrower Guarantor (Please Attach Explanation)

Have any of the parties been arrested or convicted on any criminal offense other than a minor vehicle violation, or presently under indictment, parole or probation?
 Yes No
If Yes, Who? Borrower Co-Borrower Guarantor (Please Attach Explanation)

Authorization to Release Information

I/We hereby authorize the release to the Certified Development Corporation of the Southwest (CDCSW), any information they may require at any time, for any purpose related to my/our credit transactions with CDCSW.

I/We further authorize CDCSW to release said information to any entity they deem necessary for any purpose related to my/our credit transaction with them.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided by me/us herein or at a later date is valid and correct.

Individual Date Name of Corporation, Partnership, etc

Individual Date By

How did you find out about the Certified Development Corporation of the Southwest?

Please Circle
BANK
NEWSPAPER
INTERNET
OTHER

Please Name or comment.



610 South Industrial Boulevard
 Suite 200
 Euless, Texas 76040
www.cdcsw.org
mike.mora@cdcsw.org
 - - - Ce
 972-767-4400 Fax
info@cdcsw.org

LOAN APPLICATION CHECKLIST

The following list of items is required to begin the processing of your loan application. Please provide in detail in order to minimize the processing time for your request. Based on our history of handling loan applications, most delays are caused by a lack of information needed to complete the loan package.

Your loan will not be processed until ALL items are completed and the information can be downloaded into our loan management system (LMS). Your cooperation in completing the items below will cut down your processing time.

Our clock does not begin until you have completed all of the required documents and satisfactorily responded to any questions from our underwriters.

- | Date rec'd | |
|------------|---|
| | 1. CDCSW Application, Loan Disclosure along with a 1% deposit of the loan requested not to exceed \$2,500.00. This deposit is provided after the participating bank/lender has approved your loan and is ready for the certified development company to start processing your loan application. |
| | 2. Important notice: If you have not identified a participating bank/lender, we cannot begin the processing of your loan until a lender is selected. The Certified Development Corporation of the Southwest may assist in the identification of a participating bank/lender for a 1% fee. This fee is allowable under 13CFR120.926 and will be based on a contractual agreement between the Third Party Lender paying the referral fee and the certified development company and is not paid by the borrower or funded from the debenture proceeds. This fee is paid at the time of your bank/lender loan closing. |
| | 3. A copy of driver's license from each principal of the applicant company. |
| | 4. Detailed history and description of the business and expected benefits of the proposed loan. Please provide us with your story so we may accurately tell the Small Business Administration how their program can help you succeed. This will also help us in knowing all about you and your business. |
| | 5. Personal History Statement (SBA Form 912)* for each officer and director (regardless of ownership) and each proprietor, partner and stockholder with 20% or more ownership of the small business concern (SBC) and, if different, each owner with 20% or more ownership of the Eligible Passive Concern (EPC). |
| | 6. Personal Financial Statement (SBA Form 413) current within 90 days for each proprietor, partner or stockholder with 20% or more ownership of the SBC, and, if different, each owner with 20% or more ownership of the EPC, as well as copies of federal income tax returns for the last one year. |
| | 7. A balance sheet and income statement as well as federal income tax returns for the previous two years for the SBC (or three years, if the alternate 7(a) size standard is being used). If the SBC is a new business, provide a proforma balance sheet with a description of assumptions attached. |
| | 8. A balance sheet and income statement dated within 120 days of the application together with an aging of the accounts receivable and accounts payable listed. |
| | 9. Where appropriate, a projected, annualized income statement for the first two years after the loan with a description of assumptions attached. |
| | 10. For a new business, a monthly cash flow analysis for the first 12 months of operation or for three months beyond the breakeven point (whichever is longer) together with a description of assumptions attached. |
| | 11. A schedule of debts which includes the original date and amount, monthly payment, interest rate, present balance owed, maturity, to whom payable, and collateral securing the loan for each short-term and long-term loan that the business currently has outstanding or has planned for the next 12 months (other than the 504 loan). Please indicate whether each loan is current or delinquent. |
| | 12. A schedule of any previous government financing received by the applicant small business concern or any affiliated company of the applicant as well as any associate (as defined by §120.10) or principal of the applicant. Include the name of the agency, the original date and amount, the outstanding balance, status of the loan (current, delinquent, paid in full, or charged off), and collateral securing the loan. |

13. The names of affiliated (through ownership or management control) or subsidiary businesses as well as the last two fiscal year-end financial statements and/or federal income tax returns for the last two years (or three years, if the alternate 7(a) size standard is being used).
14. If the business is a franchise, include a copy of the Franchise Agreement and the Franchisor's Disclosure Statement that is required by the Federal Trade Commission.
15. A copy of key cost documents such as contractor costs, estimates, vendor quotes for machinery and equipment, etc. as well as an itemized listing of estimated "professional fees".
16. If applicable, a copy of the existing or proposed lease agreement.
17. An independent appraisal for project real estate will be required but not at this point of the application. The appraisal review and approval is part of the overall processing procedure. Usually, the participating bank/lender will order the appraisal and will instruct the appraiser to include the certified development company and the Small Business Administration as additional users of the document.
18. Environmental analysis, if applicable. Depending on the type of real estate project being considered, there will be a requirement for an analysis to be conducted. We will let you know the extent of analysis required at the appropriate time.
19. An itemized listing of estimated "closing costs"
20. A letter from the participating lender stating the terms and conditions of its participation and the reason why it will not finance the entire project. When you or the certified development company has identifies a participating bank, we will discuss the appropriate SBA rules so that a satisfactory approval letter may be provided. This item is not required for the SBA loan package until the bank/lender has approved their participation.
21. A resolution from the partners, members, or Board of Directors of the Borrower authorizing it to borrow. (Submit only at loan closing.)
22. USCIS verification of the USCIS status of any alien who is an owner of 20% or more of the small business applicant or any person who controls (as defined by SBA regulations and policies) the small business applicant.
23. Credit reports for the SBC, its owner(s), and any affiliated company.
24. A completed SBA Form 159 (504) (Fee Disclosure Form and Compensation Agreement) for costs incurred by the applicant to third parties (attorney, accountant, etc.). Exhibit 23. (Submit only at loan closing.)
25. Copies of most current debt and lien instruments and transcript of account or equivalent for any debts being refinanced and certifications required for refinancing.

Email or fax your documents to: mike.mora@cdcsw.org

Fax: 972-767-4400

Please indicate your project name below:

NAME OF APPLICANT: _____

PROJECT DESCRIPTION _____

CONTACT INFORMATION: _____

EMAIL ADDRESS: _____

PLEASE NOTE THAT THE REQUIRED U.S. SMALL BUSINESS ADMINISTRATION FORMS MAY BE OBTAINED AT SBA’S WEB SITE AT www.SBA.gov or THEY MAY ALSO BE ACCESSED BY CLICKING THE PAPERCLIP ICON WHEN VIEWING THIS APPLICATION IN ADOBE ACROBAT.

PERSONAL CASH FLOW STATEMENT (MONTHLY)

NAME: _____

INCOME:

Net Monthly Income (after taxes)	\$ _____
Bonus and Commission	_____
Interest and Dividends	_____
Rents	_____
Royalties	_____
Total Other (detail on a separate page if necessary)	_____
TOTAL INCOME	\$ _____

EXPENSE:

Mortgage Payment (P&I) Rent	\$ _____
Other Loan Payments	_____

Credit Card Payments	_____
Food	_____
Utilities	_____
Telephone	_____
Gasoline	_____
Car Maintenance	_____
Insurance (i.e., Life, Car, Property)	_____
Charitable Contributions	_____
Travel Expenses	_____
School Expenses	_____
Clothing Expenses	_____
Child Care	_____
Entertainment	_____
Child Support	_____
Savings	_____
Business Expenses	_____
Total Other (detail on a separate page if necessary)	_____
TOTAL EXPENSES	\$ _____
CASH FLOW SURPLUS (Deficit)	\$ _____

I am the Co-Maker, endorser, or guarantor on the following loans and obligations:

<u>Description of Contingent Loans</u>	<u>Balance/Payment</u>	<u>To Whom Owed</u>
_____	_____	_____
_____	_____	_____

I/We certify that the information contained herein is true, correct, and complete to the best of my/our knowledge:

Signed: _____ **Date:** _____

PLEASE LIST ALL EXISTING BUSINESS DEBT

BUSINESS DEBT SCHEDULE

DATE: _____

Creditor Name/Address	Original Amount	Original Date	Present Balance	Int Rate	Maturity Date	Monthly Payment	Security	Loan Account #	Current or Delinquent
** BALANCE	TOTAL PRESENT			TOTAL MONTHLY PAYMENT					

* Should be the same date as current financial statement.
 ** Total must agree with balance shown on current financial statement.

PLEASE LIST ALL EXISTING PERSONAL DEBT

PERSONAL DEBT SCHEDULE (If Sole Proprietor)

DATE: _____

Creditor Name/Address	Original Amount	Original Date	Present Balance	Int Rate	Maturity Date	Monthly Payment	Security	Loan Account #	Current or Delinquent
**			TOTAL PRESENT BALANCE	TOTAL MONTHLY PAYMENT					

* Should be the same date as Personal Financial Statement.
 ** Total must agree with balance shown on Personal Financial Statement.

Certified Development Corporation of the Southwest
SBA 504 LOAN DISCLOSURES

The following disclosures are given for the permanent financing provided by the Certified Development Corporation of the Southwest (The "CDC") under the SBA 504 Loan Program.

The private sector lender should be consulted for the terms and conditions of their portion of the permanent financing. Effective October 1996, the lender will pay a .5% fee to SBA based on the amount of their first mortgage.

- (1) **Loan Fees.** The following loan fees (2.65%) will be paid by the Borrower for the CDC portion of the 504 loan, all of which can be financed by the CDC loan. The CDC Attorney fee will be paid at closing of the 504 loan and refunded when the loan is funded.
 - a. CDC Processing Fee - 1.5% of the net debenture proceeds (1.00% payable at time of receipt of the SBA Authorization less non-refundable deposit, and balance of 0.50% at time of funding of the SBA Debenture). The Fee is considered earned by the CDCSW and the SBA at time the Authorization is presented and signed by the Applicant.
 - b. Funding Fee - 0.25% of the net debenture proceeds
 - c. SBA Guaranty Fee - 0.5% of the net debenture proceeds
 - d. CDC Attorney's Fees - not to exceed \$3,500 for a SBA 504 loan above \$1,500,000 and \$3,000 for a SBA 504 loan under \$1,500,000.
 - e. Underwriting fee - 0.4% of the subtotal of the other fees and deposits.
- (2) **Servicing Fees.** The following servicing fees will be paid by the Borrower on the unpaid balance of the CDC loan, such unpaid balance, to be determined at 5 year intervals at the beginning of such interval. The monthly CDC/SBA note payment amount reported to the Borrower will include these fees as part of the monthly payment.
 - a. CDC Servicing - 1.00% per annum
 - b. CSA Servicing - 0.125% per annum
 - c. Borrower Guaranty fee 0.018% per annum or loans approved after October 2006.
- (3) **Closing Costs.** As in all forms of financing, there will be interim and permanent loan closing costs associated with the SBA 504 loan. These include title premiums, escrow fees, recording costs, survey costs, attorney's fees (borrowers and lenders), tax certificates, copies and miscellaneous closing costs. The CDC's attorney's fees are payable at closing and reimbursed to the borrower once the 504 loan is funded.
- (4) **Late Charge.** A charge of \$100 or 5.0% of the late amount, whichever is greater, will be charged the Borrower in the event a payment is received after the 15th day of the month in which the payment is due.
- (5) **Automatic Debit.** The SBA requires a payment program whereby the Borrower's CDC loan payments are automatically debited each month from the Borrower's bank account.
- (6) **CDC Authority.** While the CDC is responsible for the preparation of the loan application sent to the SBA, all loan conditions are set by the SBA and any changes to the loan conditions require SBA approval submitted through the CDC.
- (7) **Miscellaneous Loan Terms.** The closing documents for the CDC loan are likely to contain the following provisions:
 - a. Prior SBA approval required for:
 - i. The reorganization, merger, consolidation or change of ownership of the business of the Borrower;
 - ii. The sale or further encumbrance of the collateral;
 - b. The requirement for life insurance, hazard insurance and (if needed) flood insurance;
 - c. The requirement for annual financial statements to be submitted by the Borrower.
- (8) **Prepayment.** The CDC loan is pre-payable on the following terms and conditions.
 - a. Ability to Prepay the CDC loan - The CDC loan is totally pre-payable on a payment date upon 45 days written notice to the CDC. However, the CDC may not be partially prepaid at any time.
 - b. Prepayment Amount - The amount required to prepay the CDC loan is equal to the aggregate of the outstanding principal balance, interest to the prepayment date (including accrued servicing fees), expenses (including those related to the care and preservation of collateral), late charges and any prepayment premium.

c. Prepayment Premium - A prepayment premium will be paid calculated with the following formula:

$$PP = PB (I \times F)$$

”PP” means Prepayment Premium

“PB” means the remaining Principal Balance

“I” means the Interest stated on the face of the debenture expressed in decimal points;

“F” means the Factor set forth below:

Year	20 Year	10 Year
	Loan: F	Loan: F
1	1.0	1.0
2	0.9	0.8
3	0.8	0.6
4	0.7	0.4
5	0.6	0.2
6	0.5	0.0
7	0.4	0.0
8	0.3	0.0
9	0.2	0.0
10	0.1	0.0
11 and thereafter	0.0	0.0

- (9) **Assumption Fee.** A fee of 1% of the outstanding principal balance of the loan may be charged by the CDC if the loan is assumed by another borrowing entity.
- (10) **Deposit.** A deposit of **1.00%** of the SBA 504 net loan amount is required or **\$2,500** which ever is less. The deposit is non-refundable and is applied to third party consultants in preparing the application.
- (11) **Certified Development Corporation of the Southwest Bank origination fee:** The certified development company is allowed to charge the participating lender a 1% origination fee for securing their senior lending position as allowable by the SBA rules and regulations.

I have read the above SBA 504 Loan Disclosures given to me by the CDC, consisting of this page and one prior page, and I understand them.

Borrower:

Name _____ **Date** _____

Name _____ **Date** _____



Certified Development Corporation
SOUTHWEST
A U.S. Small Business Administration Certified Development Company

610 South Industrial Boulevard
Suite 200
Eules, Texas 76040
972-639-6911
972-767-4400 fax

Date:

Company Name:

Authorizes the use of Company name and logo to be used by the Certified Development Corporation of the Southwest, (CDCSW), for print ads or media releases. All ads are for the sole purpose of announcements made by CDCSW to promote its loan program fostering economic growth in the State of Texas. The undersigned will incur no cost for these promotions.

By signing below, the undersigned officer and/or agent of Company represents, warrants and certifies that he/she is an authorized representative with full authority to sign for Company and has the necessary authority to execute a Release on behalf of Company.

Title:

Date: