



SBA 504 Loan Application

**EQUAL
OPPORTUNITY
LENDER**

Business Profile

Is the following business the: Borrower, Operating Company

Legal Business Name: _____

Address/City/State/Zip Code: _____

Nature of Business _____

Taxpayer ID: _____

Telephone Number: _____

Business Structure:

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

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) _____ \$ _____
 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?

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 Borrower, Co-Borrower, or Guarantor
on this credit application?

Name _____

Name _____

Title _____ %Ownership _____

Title _____ %Ownership _____

Home Address _____

Home Address _____

Place of Birth _____ SS# _____

Place of Birth _____ SS# _____

Date of Birth _____

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

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.

**Certified Development Corporation of the Southwest
SBA 504 Loan Checklist**

Borrower: – for Loan Application

**Provided
By:**

Received:

- | | | |
|-------------------|-----------|--|
| Borrower | _____ 1. | CDCSW Application, Loan Disclosure along with 1% deposit not to exceed \$2,500, and copy of driver's license of each principal. |
| Borrower | _____ 2. | History of the Business. |
| Borrower | _____ 3. | Current personal financial statement and cash flow on all owners with a 20% or greater ownership in business (not older than 90 days). See attached forms. |
| Borrower | _____ 4. | Current internal prepared financial statement with an aging of accounts receivable, and accounts payable (not older than 90 days). |
| Borrower | _____ 5. | Last three years business income tax <u>w/ original signatures</u> . |
| Borrower | _____ 6. | Last three years internal prepared financial statements for the business <u>signed and dated by officer</u> . |
| Borrower | _____ 7. | Last three years personal income tax returns on all owners (with original signatures of both spouses, if applicable). |
| Borrower | _____ 8. | Last two years income tax returns or two years financial statements, and a current financial statement (not older than 90 days) on any affiliated business, if applicable, <u>signed & dated</u> . |
| Borrower
/BANK | _____ 9. | Financial projections with assumptions for the next two years showing the benefits of the loan, <u>signed and dated by officer</u> . |
| Borrower | _____ 10. | A complete schedule of business debt that corresponds to most recent balance sheet. Provide schedule of personal debt <u>if business operates as a sole-proprietor</u> . See attached forms. |
| Borrower | _____ 11. | Resumes on the owners and key management. |
| CDCSW | _____ 12. | Personal credit reports on the owners and a D&B report on the business. |
| BANK | _____ 13. | The bank's internal loan officer's report. |
| Borrower | _____ 14. | Business Plan for start-ups, and source of cash injection. |
| Borrower | _____ 15. | Accts. Rec. and Accts. Payable agings (per balance sheet). |

For Final Submission to SBA

Borrower: _____

Provided
By:

Received:

- Borrower _____ 1a. Corporation - Articles of Incorporation, Certificate of Incorporation, and By-Laws.
- Borrower _____ 1b. General Partnership – Partnership Agreement.
- Borrower _____ 1c. Limited Partnership – Certificate of Partnership and Limited Partnership Agreement.
- Borrower _____ 1d. Sole Proprietor – Assumed Named Certificate.
- Borrower _____ 2. Copy of earnest money contract and/or real estate settlement sheet; list of equipment and purchase orders or estimate of FF&E cost.
- Borrower _____ 3. A written cost estimate or contract if the project involves construction.
- Borrower /BANK _____ 4. Environmental reports, if available.
- BANK _____ 5. Appraisal is required when project cost exceeds \$100,000. It can be provided after SBA approval.
- Borrower _____ 6. Existing lease agreement, if applicable.
- Borrower _____ 7. Personal history on all owners and officers of the business (SBA Form 912).
- BANK _____ 8. Bank letter of commitment for the interim and permanent financing and a letter from the bank stating why SBA is needed for the project.
- Borrower _____ 9. Franchise agreement, if applicable.
- Borrower _____ 10. Copy of previous SBA loan authorizations, if applicable.

PERSONAL FINANCIAL STATEMENT

As of _____, _____

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock and each corporate officer and director, or (4) any other person or entity providing a guaranty on the loan.

Name: _____ Home phone: _____ Business phone: _____
 Home address: _____ City: _____ State: _____ Zip: _____
 Business name of applicant/borrower: _____

Assets	Omit Cents	Liabilities	Omit Cents
Cash on hand and in banks.	\$ _____	Accounts payable.	\$ _____
Savings accounts.	\$ _____	Notes payable to banks and others (Describe in Section 2)	\$ _____
IRA or other retirement account.	\$ _____	Installment account (Auto)..... Monthly payments \$.....	\$ _____
Accounts and notes receivable.	\$ _____	Installment account (Other)..... Monthly payments \$.....	\$ _____
Life insurance-cash surrender value only. . . Complete Section 8	\$ _____	Loan on life insurance.	\$ _____
Stocks and bonds. (Describe in Section 3)	\$ _____	Mortgages on real estate. (Describe in Section 4)	\$ _____
Real estate. (Describe in Section 4)	\$ _____	Unpaid taxes. (Describe in Section 6)	\$ _____
Automobile-present value.	\$ _____	Other liabilities. (Describe in Section 7)	\$ _____
Other personal property..... Describe in Section 5)	\$ _____	Total liabilities.	\$ _____
Other assets..... (Describe in Section 5)	\$ _____	Net Worth.....	\$ _____
Total.....	\$ _____	Total.....	\$ _____

Section 1.	Source of Income	Contingent Liabilities
Salary	\$ _____	As endorser or co-maker.
Net investment income.....	\$ _____	Legal claims & Judgements.
Real estate income.	\$ _____	Provision for federal income tax. . . .
Other income (Describe below)*.....	\$ _____	Other special debt.

Description of Other Income in Section 1.

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Banks and Others	Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.
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Name and address of note holder	Original balance	Current balance	Payment amount	Frequency (monthly, etc.)	How secured or endorsed, type of collateral

Section 3. Stocks and Bonds Use Attachments If Necessary. Each attachment must be identified as a part of this statement and signed.

Number of shares	Name of securities	Cost	Market value quotation/exchange	Date of questions/exchange	Total value

Section 4. Real Estate Owned List each parcel separately. Each attachment must be identified as a part of this statement and signed.

	Property A	Property B	Property C
Type of property			
Owner			
Property address			
Date purchased			
Original cost			
Present market value			
Mortgage holder			
Address of mortgage holder			
Mortgage account number			
Mortgage balance			
Amount of payment per month/year			
Status of mortgage			

Section 5. Other Personal Property and Other Assets	Describe and if any is pledged as security, state name and address of Lien Holder. Amount of Lien, Terms of Payment, and if delinquent, describe delinquency.
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Section 6. Unpaid Taxes	Describe in detail, as to type. To whom payable. When due. Amount and to what property. If any tax liens attached.
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Section 7. Other liabilities	Describe in detail
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Section 8 Life Insurance Held	Give face amount and cash surrender value of policies. Name of insurance company and beneficiaries.
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I authorize CDCSW/SBA to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 10001).

Signature	Date	Social Security Number
Signature	Date	Social Security Number

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 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 (approx 2.15%) 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% of the net debenture proceeds
 - d. CDC Attorney's Fees - not to exceed \$3,500 for a SBA 504 loan above \$150,000 and \$3,000 for a SBA 504 loan under \$150,000.
 - 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 0.021% per annum or loans approved after October 2007.

- (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.

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** _____



PO Box 140729
Irving, TX 75014-0729
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: