

**ARCATA ECONOMIC DEVELOPMENT CORPORATION
SBA 504 LOAN PACKAGE CHECKLIST**

<u>Item Description</u>	<u>Need</u>	<u>Have</u>
• The following documents are required by proprietor(s), partners, management, directors, and officers regardless of ownership; and by shareholders owning 20% or more of stock if corporation:		
- SBA Application – Form 1244 (enclosed).....	_____	_____
- Management Resume (enclosed).....	_____	_____
• The following documents are required by each proprietor, partner and stockholder holding 20% or more of stock if corporation:		
- Personal Financial Statement - SBA Form 413 (enclosed).....	_____	_____
- Personal Tax Returns (IRS 1040 Form - complete copy) for most recent 3 years.....	_____	_____
• Company historical financial information for the most recent 3 years:		
- Income Statements & Balance Sheets.....	_____	_____
- Federal Tax Returns if Partnership or Corporation.....	_____	_____
- Aging of Accounts Payable (if applicable).....	_____	_____
- Aging of Accounts Receivable (if applicable).....	_____	_____
- Debt Schedule & Previous Government Financing (see enclosed).....	_____	_____
• Company interim financial statement (less than 60 days old).....	_____	_____
• Itemized month by month projection of earnings with cash flow for at least one full year. <i>Narrative should be included explaining how the figures were attained</i>	_____	_____
• Affiliate(s) or Subsidiary(s)		
- Interim Financial Statement.....	_____	_____
- Company Tax Returns for most recent 3 years.....	_____	_____
• Business plan (sample outline enclosed).....	_____	_____
• Copy of lease or proposed lease.....	_____	_____
• Purchase agreements or options to acquire real estate.....	_____	_____
• Appraisal on the real estate to be acquired.....	_____	_____
• Environmental Questionnaire.....	_____	_____
• If Construction: provide plans & specifications, plat map and construction bid/cost breakdown.....	_____	_____
• Schedule of Collateral - SBA Form 4 Schedule A (enclosed).....	_____	_____
• If Franchise, submit a copy of Franchise Agreement and Circular.....	_____	_____
• Lender Commitment Letter.....	_____	_____
• If Partnership, submit the following:		
- Partnership Agreement.....	_____	_____
- Certificate as to Partners - SBA Form 160A (enclosed).....	_____	_____
• If Corporation or Limited Liability Company, submit the following:		
- Articles of Incorporation & Bylaws or Articles of Organization & Membership Agreement.....	_____	_____
- Resolution from Board of Directors - SBA Form 160 (enclosed).....	_____	_____
• If Sole Proprietor, submit the following:		
- Copy of Fictitious Business Name Statement.....	_____	_____
• Signed Application for Section 502/504 Loan (enclosed).....	_____	_____
• Signed Request for Copy or Transcript of Tax Form 4506 (enclosed).....	_____	_____
• Copy of Business License.....	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____