



LOAN APPLICATION CHECKLIST

FINANCIAL INFORMATION

- Historical Financial Statements (for the last 3 years)
 - Federal Income Tax Returns
 - Balance Sheet and Profit & Loss
- Year-To-Date Financial Statements (current within 90 days)
 - Balance Sheet and Profit & Loss
 - Accounts Receivable and Accounts Payable Agings (as of same date as current financials)
 - Schedule of Business Debt (as of same date as current financials) (sample form attached)
- Projected Profit & Loss for 2 Years (sample form attached)
- Month By Month Cash Flow Projection (start-ups – sample form attached)
- Personal Financial Statement (current within 90 days on 20% or greater owners)
- Personal Federal Income Tax Returns (for the last 3 years)

PROJECT INFORMATION

- Offer to Purchase or Settlement Statement if land already owned
- List of Machinery & Equipment with cost itemization
- Building Construction / Renovation Estimates

OTHER INFORMATION

- Affiliate Financial Statements
 - Federal Income Tax Returns (most recent 3 years)
 - Current Balance Sheet and Profit & Loss (within 90 days)
- Franchise Information (Franchise Agreement, FTC Disclosure Statement provided by Franchisor)
- Feasibility Study (Hotels Only)
- Partnership Agreement, LLC Docs, Articles of Incorporation
- Start-up Businesses require a Business Plan (Please contact BEFCO for guidance if needed)

APPLICATION INFORMATION

- 504 Loan Application (complete the following pages)

OPERATING COMPANY INFORMATION

Business Name:	_____	E-Mail Address:	_____
Existing Street Address:	_____	Web Address:	_____
City, State, Zip:	_____	Telephone:	_____
Mailing Address: (if different from above)	_____	City, State, Zip:	_____
Key Contact:	_____	Fax:	_____
Tax ID Number:	_____	Date Established:	_____
Number of Employees at Present Time:	_____	After this Loan:	_____

OWNERSHIP & STRUCTURE

List below all officers, directors, partners, owners, and stockholders.

Have there been any ownership changes in the operating company in the last six months?

Yes No

<i>Name (full legal name)</i>	<i>Title</i>	<i>% Owned</i>	<i>Gender Code</i>	<i>Veteran Code</i>	<i>Minority Code</i>

<i>Structure</i>	
<input type="checkbox"/> Sole Proprietor	Is this a new entity? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> "C" Corp.	
<input type="checkbox"/> "S" Corp.	
<input type="checkbox"/> Partnership	
<input type="checkbox"/> PC	
<input type="checkbox"/> LLC	
<input type="checkbox"/> LLP	

Key	
Gender Code	Minority Code
M = Male	0 = African American
F = Female	1 = Puerto Rican
Veteran Code	2 = Native American
1 = Non-Veteran	3 = Hispanic
2 = Vietnam Era Vet	4 = Asian, Pacific Islander
3 = Other Veteran	5 = Eskimo and Aleut
	6 = Undetermined
	7 = Caucasian
	8 = Multi-Ethnic

REAL ESTATE HOLDING COMPANY

Is the real estate going to be titled in your name (or you and your spouse's names) personally?

- Yes No

If yes, please skip the rest of this section. If no, please describe the holding entity:

Name of holding entity: _____

- Existing To Be Formed Tax ID Number: _____

Structure	Name (full legal name)	% Owned	Gender Code	Veteran Code	Minority Code
<input type="checkbox"/> "C" Corp.					
<input type="checkbox"/> "S" Corp.					
<input type="checkbox"/> Partnership					
<input type="checkbox"/> Trust					
<input type="checkbox"/> LLC					
<input type="checkbox"/> LLP					

MISCELLANEOUS INFORMATION

Affiliates

Does the applicant entity or any individual listed in the ownership sections above have any ownership interest in, or control of, any other business?

- Yes No

If yes, please identify the other affiliated businesses and percentage ownership:

Pending Lawsuits / Bankruptcy

Is the applicant entity involved in any lawsuits at this time?

- Yes No

Has the applicant entity ever filed for business bankruptcy protection?

- Yes No

If yes to either question, please provide details below or on a separate exhibit

Current / Previous SBA and other Federal Agency Loan Information

Does the company now, or has it ever, had an SBA loan or had a loan from any other federal agency (ie FHA, HUD, VA, student loan, etc.)?

- Yes No

If yes, please identify. We will need to know date of approval, original balance, current balance, interest rate, monthly payment, collateral, and payment status.

CURRENT LEASE INFORMATION

Do you have a lease for the property that your business now occupies?

Yes No

Monthly rental amount: _____

Years remaining on lease: _____

Square feet you now occupy: _____

PROJECT COSTS

■ Land Acquisition		\$ _____
■ Site Improvements		\$ _____
■ New Construction		\$ _____
■ Existing Land & Building Purchase		\$ _____
■ Renovation Costs		\$ _____
■ Machinery & Equipment Purchase		\$ _____
■ Professional Fees		
■ Engineering	\$ _____	
■ Architect	\$ _____	
■ Eligible Legal Costs	\$ _____	
■ Eligible Accounting Costs	\$ _____	
■ Appraisal	\$ _____	
■ Environmental Report	\$ _____	
■ Professional Fees	\$ _____	
Sub-total:		\$ _____
■ Soft Costs / Contingencies		
■ Interest on Interim Loan	\$ _____	
■ Bank Closing Costs	\$ _____	
■ Interim Loan Fee	\$ _____	
■ 10% Contingency	\$ _____	
Sub-total:		\$ _____
Total Estimated Project Amount		\$ _____

PROJECT INFORMATION

Street Address of New Property: _____
Square Footage of New Property: _____
Project Equity: _____
From what source is your equity injection coming? (i.e. Gift, personal savings, business cash, home equity, line of credit, etc.) _____

Any Existing/New Tenants?

Yes No

If "Yes,"

How much square footage do/will they occupy? _____

Lease expiration: _____

Rent amount: _____

BUSINESS DESCRIPTION

Tell us about your business. If available, please provide brochures, news clippings, or other materials that explain more about your company, products, or services.

Business History

Date Established (Month/Day/Year): _____

List Types of Products / Services

Describe Your Customer Type / Target Market

List Key Customers

List Major Competitors

Describe Your Company's Competitive Advantage

Describe Future Plans for Growth / Expansion

AGING OF ACCOUNTS

Please provide an aging of your company's Accounts Receivable and Accounts Payable
 (Use fields below **only if a computer print-out is not available**)

Accounts Receivable Aging as of _____ (Month/Day/Year)

<i>Days From Invoice Date</i>	<i>Amount</i>	<i>Percentage</i>
<i>0 – 30 Days</i>		
<i>31 – 60 Days</i>		
<i>61 – 90 Days</i>		
<i>Over 90 Days</i>		
TOTAL		100.00%

Comment on all receivables over 90 days from invoice:

Accounts Payable Aging as of _____ (Month/Day/Year)

<i>Days From Invoice Date</i>	<i>Amount</i>	<i>Percentage</i>
<i>0 – 30 Days</i>		
<i>31 – 60 Days</i>		
<i>61 – 90 Days</i>		
<i>Over 90 Days</i>		
TOTAL		100.00%

Comment on all payables over 90 days from invoice:

SCHEDULE OF BUSINESS DEBT

List below all the Business Fixed Debt, Lines of Credit, Shareholders' Notes, and Capital Leases.

This information should match the most current Balance Sheet being submitted as part of this application.

Applicant Name: _____ As of Month Ending: _____

<i>Creditor</i>	<i>Type (Line, Term, etc.)</i>	<i>Original Date</i>	<i>Original Balance / Credit Limit</i>	<i>Present Balance</i>	<i>Interest Rate</i>	<i>Maturity Date</i>	<i>Monthly Payment</i>	<i>Collateral</i>	<i>Current or Delinquent</i>
TOTAL			\$	\$			\$		

BUSINESS PROJECTIONS

	YEAR 1	YEAR 2
REVENUES	_____	_____
COSTS OF GOODS SOLD	_____	_____
GROSS PROFIT	_____	_____
EXPENSES		
Officers Salary	_____	_____
Staff Salary	_____	_____
Payroll Taxes	_____	_____
Office Supplies	_____	_____
Building Rent / Mortgage Payment	_____	_____
Equipment Rental	_____	_____
Repairs	_____	_____
Insurance	_____	_____
Bank Charges	_____	_____
Vehicle Expenses	_____	_____
Utilities	_____	_____
Telephone	_____	_____
Professional Fees	_____	_____
Contracted Labor	_____	_____
Dues & Subscriptions	_____	_____
Advertising	_____	_____
License & Taxes	_____	_____
Depreciation & Amortization	_____	_____
Lease Payments	_____	_____
Interest Expense	_____	_____
Other Expenses	_____	_____
TOTAL EXPENSES	_____	_____
 OTHER INCOME / EXPENSE	_____	_____
Explain:	_____	_____
_____	_____	_____
NET INCOME	_____	_____

PERSONAL INFORMATION SHEET

To be completed in full by each officer, director, key employee, 20% or more owner of the operating company and the real estate holding company.

Full Name

First

Full Middle

Maiden

Last

Social Security Number: _____

Date of Birth (month/day/year): _____

Place of Birth (city, state): _____

Residence Phone: _____ **Business Phone:** _____

Residence Address: _____

From _____ to _____

Previous Address: _____

From _____ to _____

Spouse's Full Name

First

Full Middle

Maiden

Last

Social Security Number: _____

Date of Birth (month/day/year): _____

Date of Marriage (month/day/year): _____

Work Experience (You may substitute a resume)

Company Name / Location _____

From _____ to _____, Title _____

Duties _____

Company Name / Location _____

From _____ to _____, Title _____

Duties _____

Education

College or Technical Training Name and Location	Dates Attended From/To	Major	Degree or Certificate
_____	_____	_____	_____
_____	_____	_____	_____

Questions

1. Are you a US Citizen?

If "No," please provide a copy of your Alien Registration Card (front & back). We will also provide you a form for verification of your status with the Immigration and Naturalization Service (INS).

Yes **No**

2. Have you or any member of your household ever been employed by the US Government or Military?

If "Yes," name of person: _____ Relation: _____

Agency/position/rank/grade: _____ Dates of service: _____

Yes **No**

3. Are you presently under indictment, on parole, or on probation?

Yes **No**

4. Have you ever been charged with or arrested for any criminal offense other than a minor motor vehicle violation? Include offenses which have been dismissed, discharged, or not prosecuted.

Yes **No**

5. Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor motor vehicle violation?

Yes **No**

6. Are you involved in any lawsuits at this time or have you ever filed for business or personal bankruptcy protection?

Yes **No**

7. Do you now, or have you ever, had an SBA loan or had a loan from any other federal agency? (*i.e. FHA, HUD, VA, student loan, etc.*)

Yes **No**

If you answered "Yes" to any question 3-7 above, please provide details in a separate exhibit. Contact us for appropriate forms.

CAUTION: Knowingly making a false statement can be a violation of Federal and/or State law and could result in criminal prosecution, civil litigation and penalties, and a denial of your loan.

Signature _____ **Date** _____

PERSONAL FINANCIAL STATEMENT

If Married, This Form MUST Be Completed Jointly

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 guarantee on the loan.

Name	Business Phone
	Residence Phone
Residence Address	E-Mail Address
City, State, & Zip Code	
Business Name of Applicant / Borrower	

Assets		Liabilities	
Cash on Hand & In Banks	\$	Accounts Payable	\$
Savings Accounts	\$	Notes Payable to Banks & Others	\$
IRA or Other Retirement Accounts	\$	(Describe in Section 2 below)	
Accounts & Notes Receivable	\$	Installment Account (Auto)	\$
Life Insurance - Cash Surrender Value Only	\$	Monthly Payments	\$
(Complete Section 8 below)		Installment Account (other)	\$
Stocks and Bonds	\$	Monthly Payments	\$
(Describe in Section 3 below)		Loan on Life Insurance	\$
Real Estate	\$	Mortgages on Real Estate	\$
(Describe in Section 4 below)		(Describe in Section 4 below)	\$
Automobile – Present Value	\$	Unpaid Taxes	\$
Other Personal Property	\$	(Describe in Section 6 below)	
(Describe in Section 5 below)		Other Liabilities	\$
Other Assets	\$	(Describe in Section 7 below)	
(Describe in Section 5 below)		Total Liabilities	\$
		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			
<hr/> <hr/>			
*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 Bank & Others		(Use attachments if necessary. Each attachment must be identified as a part of this statement and signed)			
<i>Name and address of Note Holder(s)</i>	<i>Original Balance</i>	<i>Current Balance</i>	<i>Payment Amount</i>	<i>Frequency (monthly, etc)</i>	<i>Type of Collateral</i>

Section 3 Stocks and Bonds			(Use attachments if necessary. Each attachment must be identified as a part of this statement and signed)		
<i>Number of Shares</i>	<i>Name of Securities</i>	<i>Cost</i>	<i>Market Value Quotation / Exchange</i>	<i>Date of Quotation / Exchange</i>	<i>Total Value</i>

Section 4 Real Estate Owned		(List each parcel separately. Use attachments if necessary. Each attachment must be identified as a part of this statement and signed)	
	Property A	Property B	Property C
Type of Property			
Address of Property			
Name of Property Owner			
Date Purchased			
Original Cost			
Present Market Value			
Name of Lender			
Loan Number			
Loan Balance			
Monthly Payment			
Status of Loan			

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.)

Section 6 Unpaid Taxes
 (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7 Other Liabilities
 (Describe in detail)

Section 8 Insurance Held
 (Give face amount and cash surrender value of policies – name of insurance and beneficiaries)

I authorize SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the 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 on an SBA loan application may result in forfeiture of benefits, a fine of up to \$10,000, or imprisonment for not more than five years, or both, under 18 U.S.C. 1001.

Signature	Date	SS#
Signature	Date	SS#

AUTHORIZATION TO RELEASE CREDIT INFORMATION

I/We hereby authorize the release to BEFCO of any and all information at any time for any purpose related to my/our credit application/transaction. I/We further authorize BEFCO to release such information to any entity deemed necessary for any purpose related to my/our credit application/transaction.

I/We hereby certify that the enclosed information (together with any attachments or exhibits) is valid and true, accurate and correct to the best of my/our knowledge.

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____