

CERTIFIED DEVELOPMENT CORPORATION OF SOUTH CAROLINA

Checklist for BDC/SBA 504 Loan

Name of Borrower: _____ Phone: _____

Contact Name: _____ Email: _____

"X or NA"
complete

To expedite the initial application review and eligibility please provide the below information as soon as available
For questions please contact Julie Papin jpapin@bdcfsc.org or 803-744-0314

| | |
|--|--|
| <input type="checkbox"/> | PACKAGING: |
| <input type="checkbox"/> | 504 Loan Application, completed to the best of ability, sign and date by all owners, print additional pages if needed (SBA Form) |
| <input type="checkbox"/> | CDC Agreement with check payable to CDC for deposit of \$2,000 (SBA Form) (refundable) |
| INDIVIDUAL INFORMATION-Provide for each indivu | |
| <input type="checkbox"/> | SBA Form 912 - Personal History Statement -completed for each principal with 20% or more ownership of the business and anyone hired to manage day-to-day operations of the business as well as any guarantors for the loan (SBA Form) |
| <input type="checkbox"/> | Legible Copy of each principal and spouse's Driver's License |
| <input type="checkbox"/> | SBA Personal Financial Statement jointly prepared for each owner/guarantor current within 90 days (SBA Form) |
| <input type="checkbox"/> | Most current 3 years personal tax returns for each owner - signed and dated by primary and spouse |
| <input type="checkbox"/> | Copy of most recent W-2's if not included in tax return/statements |
| <input type="checkbox"/> | Resume for each owner or manager of the business (SBA Form) |
| IF EXISTING BUSINESS: | |
| <input type="checkbox"/> | Most current 3 years business tax returns for the business, signed and dated |
| <input type="checkbox"/> | Current year to date (within 180 days) Balance Sheet and Profit & Loss for business, signed and dated |
| <input type="checkbox"/> | Prior year end Balance Sheet and Profit & Loss for business, if prior year tax return is extended |
| <input type="checkbox"/> | Schedule of Debts - list of debt for business (SBA Form) |
| IF NEW BUSINESS: | |
| <input type="checkbox"/> | Business Plan that details: business concept; market analysis; market strategy; operations including staff/wages, financial projections |
| <input type="checkbox"/> | Day One Performa Balance Sheet |
| <input type="checkbox"/> | Projections/Cash Flow Analysis for first 24 months of operation with description of assumptions (SBA Form) |
| IF OWNER(s) HAS ANY AFFILIATES (additional business(es) owned in whole or in part): | |
| <input type="checkbox"/> | Provide a list of all businesses owned by individuals above, list the percentage of ownership to show a total of 100%, indicate the nature of each business |
| <input type="checkbox"/> | Schedule of Debts - list of debt for each business owned (SBA Form) |
| <input type="checkbox"/> | Most current 3 years business tax returns for each business where ownership interest is 20% or more, signed and dated |
| <input type="checkbox"/> | Current year to date (within 180 days) Balance Sheet and Profit & Loss for each business, signed and dated |
| <input type="checkbox"/> | Prior year end Balance Sheet and Profit & Loss for each business, if prior year tax return is extended |
| KEY COST DOCUMENTS: (must provide at least one of the following) | |
| <input type="checkbox"/> | Real estate purchase agreement |
| <input type="checkbox"/> | Contractor cost estimates |
| <input type="checkbox"/> | Invoices/vendor quotes for machinery/equipment |
| <input type="checkbox"/> | Buyout agreement (for ownership change) |
| <input type="checkbox"/> | Copy of Lender Note for debt being refinanced |
| <input type="checkbox"/> | Credit Card debt information for debt being refinanced |
| OTHER DOCUMENTATION: | |
| <input type="checkbox"/> | Copy of appraisal if available |
| <input type="checkbox"/> | Environmental Questionnaire (if commercial real estate is used). Provide a copy of Phase I report if available or other related documentation (SBA Form) |
| <input type="checkbox"/> | Additional items pertaining to request: _____ |

*SBA Forms can be found on the BDC/CDC Website: <http://www.businessdevelopment.org/index.html>