

BUSINESS DEVELOPMENT CORPORATION OF SOUTH CAROLINA

Checklist for BDC/SBA 7(a) 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@bdcofsc.org or 803-744-0314

<input type="checkbox"/>	PACKAGING: Packaging Notice and Fee Form and check for Fee \$ _____ (SBA Form)
INDIVIDUAL INFORMATION - Provide for each individual with 20% or more ownership	
<input type="checkbox"/>	SBA Form 1919 -Borrower Information -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 for primary and spouse if not included in tax return/statements
<input type="checkbox"/>	Resume for each owner or manager of the business (SBA Form)
IF EXISTING BUSINESS (whether owned or buying):	
<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 or buying an existing 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"/>	Proposed Lease Agreement (if property is being leased)
<input type="checkbox"/>	Additional items pertaining to request: _____ _____

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