

504 LOAN APPLICATION DOCUMENT CHECKLIST

APPLICATION DOCUMENTS *(forms provided)*

- B:Side Capital Disclosure Statement, signed and dated by an authorized signor of the Operating Company
- Project, Business and Owner/Guarantor Information forms

SBA 1244 BORROWER INFORMATION FORM *(form provided, to be completed by an Authorized Signor of the Business)*

- Page 1 - Authorized Signor completes.
- Page 2 - One 20%+ owner completes on behalf of the OC, EPC, and all 20%+ owners.
- Pages 3–4 - Review Applicant Certification. Authorized Signor(s) for OC (and EPC, if applicable) must sign and have signatures attested.
- Pages 5-7 - Review additional required SBA information, instructions, and legal disclosures.

BUSINESS ENTITY DOCUMENTS *(for each Operating Company and any Real Estate Holding Entity, as well as for any business being acquired)*

- Business federal tax return, all schedules and K-1s, for three years
- If the most recent tax return hasn't been filed, a copy of the filed Extension and prior year-end Financial Statements
- Business interim financial statements dated within 120 days
- Accounts receivable and accounts payable aging (same date as business interim financial statements) Business debt schedule

START UPS *(businesses with less than 2 full years of revenue generation)*

- Business Plan
- Business Projections, completed on a month-by-month basis for the next 2 years

AFFILIATE ENTITY DOCUMENTS *(if applicable)*

- Business federal tax return, all schedules and K-1s, for three years
- If the most recent tax return hasn't been filed, a copy of the filed Extension and prior year-end Financial Statements
- Business interim financial statements dated within 120 days
- Business debt schedule

OWNER/GUARANTOR INFORMATION *(20% or greater ownership interest in the OC or EPC)*

- Personal Financial Statement, dated within 120 days. Form must be fully completed and include all individual assets and debts, as well as any jointly owned or held in a community property state. The owner may submit SBA Form 413 provided or the Third Party Lender PFS form.
- Personal federal tax return, all schedules and K-1s, for two years
- Copy of Driver's License or other government issued identification. Requested documents from non-owner guarantors should include the PFS and tax returns as well.

ENTITY ORGANIZATIONAL DOCUMENTS *(for each Operating Company, Real Estate Holding Entity and any guarantor Entity)*

- Articles of Incorporation and Bylaws
- Articles of Organization and Operating Agreement
- Partnership Agreement
- Any Trade Name Statement
- Trust Agreement

PROJECT DOCUMENTS

- Cost Documents, dated within six months and including real estate contracts, renovation/construction quotes or bids and equipment quotes
- Appraisal and Environmental Reports, existing and dated within 12 months
- Bridge Financing: Copies of all existing Promissory Notes and filed Deeds or Security Agreements on financing already in place.
- Copies of any tenant leases, if applicable Bank Commitment Letter

IF APPLICABLE

- Debt Refinance: Copies of all Promissory Notes, filed Deeds/Mortgages, Security Agreements and transcript of payments for any debt proposed for refinance.
- Franchise: Copy of the fully executed Franchise Agreement, including all exhibits, and the Franchise Disclosure Document (FDD)