



SBA 504 Loan

Property Information – (once identified)

- 2-3 years of operating statements (income & expense) for the property
- Current rent roll, and copies of signed leases
- Environmental Questionnaire (blank form attached)
- Copy of the most recent appraisal (if available)
- Copy of most recent environmental report (if one is available you may be able to avoid paying for a Phase 1 and/or a Phase 2 report)
- Copy of purchase agreement and any amendments thereto (if applicable)
- If a refi, copy of the most recent statement(s) for the existing loan(s) against the property

Borrowing Entity

- SBA Loan Application (attached)
- SBA Form 1919 - Borrower Information Form (attached)
- Management Resume (attached)
- Business Summary Sheet (attached)
- Form 4506-C - Req for Transcript (attached)
- Taxpayer First Act Consent Form (attached)
- Equipment List (attached)
- Formation documents (i.e. articles of incorporation, partnership agreement, LLC formation documents, depending on entity type)
- Corporate Resolution/Board Minutes certifying who is allowed to transact on behalf of the company and how many signatures are required to do so.

Guarantors (every 20%+ owner of the future holding entity)

- SBA Form 413 - Personal Financial Statement, signed (attached)
- Debt Schedule (attached)
- SBA Form 1919 - Borrower Information Form (attached)
- Form 4506-C - Req for Transcript (attached)
- 3 years of Federal Tax Returns (including all **K-1s** and statements)
- Bank/Brokerage statements supporting liquid assets listed on PFS (can be collected later)
- Driver's Licence or Photo ID of each individual
- W-2 copies for last 3 years

- Trust Questionnaire, if assets are held in trust (attached, can be collected later), along with the first page, signature page, trustee designation, and successor trustee designation pages from the trust document