SBA 504 Loan Package Documentation Checklist

Bay Area Development Company

I. Company & Personal Financial Information

☐ **1.** Last three fiscal years business federal tax returns (complete copies)

☐ **2.** Company interim financial statements less than 90 days old to include a balance sheet and income statement. Include aging of accounts receivable and accounts payable.

☐ **3.** Business debt schedule

☐ **4.** Financial projections, as applicable

- Two years projected profit and loss statements with description of assumptions

☐ **5.** Personal financial statement from each owner of 20% or more of the business or real estate

- SBA Form 413

☐ **6.** Personal federal tax returns for last three years for all 20% or more owners of the business or real estate (complete copies)

☐ **7.** Schedule of previous government financing including loan type (PPP, EIDL, 504, 7a), original loan balance, current loan balance, loan status (current, paid off, forgiven) and loan number

II. Company & Principal Information

☐ **1.** Brief history and description of the business

☐ **2.** Management profile form

☐ **3.** Company information:

- **If franchise**, submit a copy of franchise agreement and franchisor's disclosure statement required by FTC.
- **If corporation**, submit filed articles of incorporation and executed bylaws
- **If partnership**, submit a copy of partnership agreement
- **If LLC**, submit filed articles of organization and executed operating agreement

☐ **4.** Fictitious business name statement, as applicable

III. Project Information

☐ **1.** Purchase agreements or options to acquire real estate

☐ **2.** A written cost estimate on letterhead, signed and dated from:

- ☐ Contractors for construction
- ☐ Vendors for machinery and/or equipment