

**PREFERRED LENDING PARTNERS**  
**BORROWERS CHECKLIST OF REQUIRED DOCUMENTATION FOR SBA 504 LOAN**  
**ALL EXHIBITS MUST BE SIGNED AND DATED**

- \_\_\_\_\_ 1. Application for SBA 504 Loan, signed by the Small Business Concern and the Company or Individuals that will own the Real Estate. Include check payable to Preferred Lending Partners for \$1,000.00 deposit.
- \_\_\_\_\_ 2. A history and description of the small business concern; brochures, if available. If a start-up, please include a Business Plan.
- \_\_\_\_\_ 3. A current Balance Sheet and current Profit and Loss statement (not over 60 days old).
- \_\_\_\_\_ 4. A balance sheet and profit and loss statement and tax returns for the previous three years.
- \_\_\_\_\_ 5. A projected operating statement or cash flow for 1 year, with detailed line items on a monthly basis including assumptions used for the projections. If start-up, include 5 years of projections; year 1 must include month-to-month projections and years 2-5 include only an annual summary.
- \_\_\_\_\_ 6. A list which contains the original date and amount, present balance owed, interest rate, monthly payments, maturity and security for each loan or debt that your business currently has. If none, please write "None" on the form and sign and date it. (Business Debt Schedule form is attached or use your own company prepared Debt Schedule)
- \_\_\_\_\_ 7. A copy of the purchase agreement including any extensions and/or amendments.
- \_\_\_\_\_ 8. Preliminary plans and specifications and estimates of cost covering new construction and/or machinery and equipment.
- \_\_\_\_\_ 9. The names of affiliates and/or subsidiary firms (i.e. any other businesses you have ownership). Include 3 years of tax returns for each, if applicable.
- \_\_\_\_\_ 10. If your business is a franchise, license arrangement or co-op, include a copy of the franchise, license or co-op agreement, if applicable.
- \_\_\_\_\_ 11. Current personal financial statement for each proprietor, each partner, and any stockholder with 20 percent or more ownership in the business or the real estate holding company. Last 2 years tax returns for each.
- \_\_\_\_\_ 12. Resumes of all principals, officers, directors, and owners of 20 percent or more of the Small Business or the real estate holding company.
- \_\_\_\_\_ 13. Certificate of Secretary (**for Corporations only**)  
Please complete this form and have the Corporate Secretary sign and date it.

Miscellaneous SBA Documents: (The following SBA forms are attached and included in the packet.)

- \_\_\_\_\_ 14. SBA Form 912 (Statement of Personal History) on all officers and/or directors and all owners of 20 percent or more of the Small Business Concern or the Real Estate holding company.  
**(NOTE: please answer questions 7, 8, and 9)**
- \_\_\_\_\_ 15. SBA Form 4506-T, Request for Copy or Transcript of Tax Form. Please complete for the SMALL BUSINESS or the Operating Company. For Sole Proprietors, please complete for the individual owner. **(Or just Sign and Date the form and we will fill in the information)**