

NORTH TEXAS CERTIFIED DEVELOPMENT CORPORATION

CHECK LIST FOR SBA 504 APPLICATION

From Principals:

- ___ 1. NTCDC Assistance Agreement and Disclosure Statement – **signed**
- ___ 2. Personal History Statement (SBA Form 912) for each officer, director, proprietor, partner and stockholder with 20% or more ownership in the business – **completed & signed**
- ___ 3. Personal Financial Statement (SBA Form 413) – less than 90 days old for each officer, director, partner and stockholder with 20% or more ownership in the business - **signed by principal & spouse**
- ___ 4. Copy of last 3 years federal income tax return – from each proprietor, partner and stockholder with 20% or more ownership in the business (**signed**)
- ___ 5. Resume - from each proprietor, partner and stockholder with 20% or more ownership in the business.
- ___ 6. Copy of Driver's License – legible copies for each officer, director, proprietor, partner and stockholder with 20% or more ownership in the business
- ___ 7. Copy of permanent resident card (verification of the status of any alien who is an owner of 20% or more of the small business applicant or any person who controls the small business applicant is required by SBA) (**if applicable**)

From the Company:

- ___ 1. 2 years Corporate Tax Returns - **complete copies & signed**
- ___ 2. Company Income Statement & Balance Sheet - **signed & dated less than 120 days**
- ___ 3. Has the Principal, Borrowing Company, Real Estate Holding Company or any affiliates received previous Government Financing? (**additional information will be needed, if applicable**)
- ___ 4. Business Debt Schedule - **completed & signed**
- ___ 5. A new business- need 2 years of projections with assumptions – **signed**
- ___ 6. 2 years of Corporate Tax Returns & Company Income Statement & Balance Sheet or each affiliate – **signed**
- ___ 7. Copy of Franchise Agreement (if applicable)
- ___ 8. Commitment letter & Credit not available elsewhere from the participating Lender – **signed**
- ___ 9. Purchase Contract- **signed by both seller & buyer**
- ___ 10. Business Machinery & Equipment Bids and/or Invoices (**if being purchased with loan proceeds**)
- ___ 11. Construction contract, construction bids and/or invoices on construction company letterhead
- ___ 12. Taxpayer I.D. number and Corporate Documents- Articles, By-Laws, Operating Agreement, Business Licenses, Assumed Name Certificate (**Required prior to closing**)