

## SBA 504 LOAN PROGRAM CHECKLIST

Cascade Capital Corporation

(330) 379-3160

**\*\* Items 1 Through 5 Must Be Signed and Dated \*\***

### \_\_\_\_\_ 1. \$2,500 Good Faith Deposit – Made Payable to Cascade Capital Corporation.

- Mail to: Cascade Capital, Attn: Julie Ann Sweet, 1 Cascade Plaza, Akron, Ohio, 44308

### \_\_\_\_\_ 2. Loan Application Agreement:

- A. 504 Loan Application Agreement
- B. Form 1244 Pages 1-7 – This form must be completed separately for all applicants (Real Estate Holding Company and Operating Company or Companies):
  - 1. Page 1: complete all applicable fields. In the Applicant Business Legal Name section, please select whether the form is for the OC (Operating Company) or EPC. An Eligible Passive Company is a real estate holding company.
  - 2. Page 2: required for each proprietor, partner, and stockholder with 20% or more ownership of the small business concern (operating company) and, if different, each owner with 20% or more ownership of the Real Estate Holding Company; form may be required for each officer and director (regardless of ownership) of SBC and REHC. **Please handwrite initials or provide an official e-signature for question 4.** Provide additional documentation if required.
  - 3. Pages 3-7: Review the rights and requirements. Complete the appropriate fields and signature sections on Page 4. Signatures **do not** need to be attested by a third party. Guarantors must sign in the bottom section of the page. Disregard notice for electronic signatures – signatures must be hand-written.
  - 4. Please email a scan of the completed form to [driffle@cascapecapital.org](mailto:driffle@cascapecapital.org) and **mail the original** to: Cascade Capital Corp, Attn: Julie Ann Sweet, One Cascade Plaza, 7<sup>th</sup> Floor, Akron, Ohio 44308. Can be mailed with Good Faith Deposit.

### \_\_\_\_\_ 3. Third Party Leases:

If project involves commercial real estate and the borrower will lease to third-party companies, provide a letter from the borrower acknowledging the following: Borrower must lease 100% of the Rentable Property to Operating Company; (b) For an existing building, Operating Company may sublease up to 49% of the Rentable Property. For new construction, must occupy 60% of the Rentable Property, may permanently lease to a third party up to 20% and temporarily lease an additional 20% with the intention of using some of the additional 20% within 3 years and all of it within 10 years. (c) Borrower will not use Loan proceeds to improve or renovate any of the property to be sub-leased.

### \_\_\_\_\_ 4. Request for Copy of Transcript of Tax Form (Form 8821)

At a later date, the customer will receive from Cascade Capital (either from Dan Riffle or Julie Ann Sweet) via email a completed Form 8821. Please review and sign the form and email a scanned copy back to Cascade.

- \_\_\_\_\_ 5. **Personal Financial Statement (Form 413) for Owners with 20% or Greater Ownership of the Operating Company or EPC – Dated Within the Last 90 Days**
- Bank PFS can be used, but a signed copy of the SBA PFS (Form 413) must be included.
- \_\_\_\_\_ 6. **Bank/Senior Lender Commitment Letter/Term Sheet**
- Letter must include a short statement detailing why SBA assistance is requested. Cascade can provide a separate template letter addressing this issue.
  - A copy of the Bank credit memo can expedite Cascade’s underwriting process and potentially eliminate the “question and answer” process between Lender and Cascade.
  - Letter must be signed by at least the Banker.
  - Bank to acknowledge it understands it will be charged a Third Party Lender Fee by SBA in the amount of .50% of the Third Party Lender’s Loan Amount when the SBA loan funds.
- \_\_\_\_\_ 7. **Last Year’s Personal Tax Return for Owners with 20% or Greater Ownership in Operating Company or EPC.**
- \_\_\_\_\_ 8. **Business Tax Returns (Previous Two Years) for Operating Company and Real Estate Holding Company**
- If your company is a new business, provide a proforma balance sheet and income statement with a detailed written description of assumptions attached.
- \_\_\_\_\_ 9. **Balance Sheet and Income Statement Dated within 90 Days of the Application; Aging of Accounts Receivable and Accounts Payable may be required if statements are on accrual basis. Agings not required for cash-basis statements.**
- \_\_\_\_\_ 10. **When Appropriate, Projected Income Statement and Balance Sheet with Detailed Assumptions (2 Years)**
- \_\_\_\_\_ 11. **Most Recent Two Years of Tax Returns for all Affiliates and Subsidiaries (If Applicable – any companies owned 51% or more or directly managed by a guarantor)**
- \_\_\_\_\_ 12. **Appraisal of Real Estate**
- SBA and Cascade Capital must be listed as intended users.
  - Remaining Economic Life of property must meet or exceed the requested loan maturity.
  - If property is single purpose, appraisal is required at the time of SBA submission.
  -
- \_\_\_\_\_ 13. **Environmental Review or Phase I Inspection Report**
- Phase I must include a Reliance Letter and a copy of vendor’s Certificate of Liability Insurance. Reliance letter must be addressed to Bank, SBA, and Cascade Capital.
  - SBA Environmental Questionnaire required with all RSRAs. Ask CDC for a current copy.
- \_\_\_\_\_ 14. **Debt Schedule Listing All Existing Debts of the Operating Company**
- Debt schedule must match debt reported on current interim statement.

Cascade Capital Corporation  
**SBA 504 PROJECT APPLICATION**

**BORROWING ENTITY**

Name of Borrower:

Borrower Tax ID Number:

Phone:

Fax:

E-mail:

Registered company address:

City:

State:

ZIP Code:

Date business commenced:

Sole proprietorship:

Partnership:

Corporation:

Other:

**OPERATING COMPANY**

Company Name:

Address:

City:

State:

ZIP Code:

Name of Principal in Charge:

Telephone:

Fax:

E-mail:

Type of Business:

Entity Type (Corp, LLC, Sole Prop...):

Date Established:

Tax ID #:

Number of Employees:

NAICS Code:

SIC Code:

# of Employees Project Will Create it two Years:

**OWNER INFORMATION (20% Ownership or Greater)**

Name:

DOB:

SSN:

Citizenship:

City & State of Birth:

Address:

Prior Address (if moved in last ten years):

Name:

DOB:

SSN:

Citizenship:

City & State of Birth:

Address:

Prior Address (if moved in last ten years):

**PROJECT INFORMATION**

Project Street Address:

Equipment to Be Purchased

**USE OF PROCEEDS**

Land Acquisition

\$

Land Improvements

\$

Purchase Machinery and/or Equipment

\$

Other (Contingencies)

\$

**AUTHORIZATION TO RELEASE INFORMATION**

I/We hereby authorize the release to Cascade Capital Corporation any information they may require at any time for any purpose related to my/our credit transactions with them.

I/We further authorize Cascade Capital Corporation to release such information to any entity they deem necessary for any purpose related to my/our credit transaction with them.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided herewithin or at a later date, is valid and correct to the best of my/our knowledge.

**CAIVRS Disclosure**

I understand that a report will be acquired prior to approval of the SBA loan to determine eligibility for SBA financing. This report is the Credit Alert Verification Reporting System (CAIVRS) to determine if any of the individuals or businesses have outstanding Delinquent Federal Debt or Prior Loss caused to the federal government. I also understand that if the small business defaults on the SBA-guaranteed loan and SBA suffers a loss, the names of the small business and the guarantors of the SBA-guaranteed loan will be referred for listing in the CAIVRS database, which may affect their eligibility for further financial assistance.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## **504 LOAN APPLICATION AGREEMENT**

Cascade Capital Corporation  
One Cascade Plaza - 7th Floor  
Akron, Ohio 44308

The undersigned, representing a Small Business Concern ("SBC"), is submitting with this letter an application for a U.S. Small Business Administration (SBA) 504 loan. The loan may be made to the SBC or to \_\_\_\_\_, an eligible passive company existing to own real or personal property. (Such eligible passive company and/or the SBC are hereafter referred to as the "Borrower".) The undersigned acknowledges that by processing this application, Cascade Capital Corporation ("Cascade"), a certified development corporation, will expend time, labor and expense, with the expectation of establishing a mutually beneficial lender-borrower relationship.

In consideration of the above, the undersigned is submitting an application deposit in the amount of \$2,500. The undersigned understands that this application deposit is non-refundable except under the following conditions:

- (a) If Cascade or SBA declines the application, such deposit may be refunded within ten days after all approval rights have been exhausted or waived.
- (b) After a SBA 504 loan closes, the application deposit – less any remaining expenses (i.e., title insurance) - will be reimbursed to the borrower.
- (c) If the applicant withdraws its loan application at any time before SBA issues the debenture authorization, Cascade may deduct its reasonable and necessary costs incurred in packaging and processing the loan application. Such costs shall be documented. Any remaining deposit balance shall be remitted to the applicant within ten days of such withdrawal.

The undersigned acknowledges that there will be additional fees due to Cascade and other parties to the transaction including, but not limited to the following:\*

- (i) SBA Guarantee fee; currently 0% (.00)
- (ii) Funding fee of 1/4% (.0025) of the net debenture proceeds;
- (iii) Cascade's processing fee of 1 1/2% (.015) of the net debenture proceeds;
- (iv) the Underwriters' fee is 3/8% (.00375) of total debenture proceeds on 10 year issues or 4/10% (.004) of total debenture proceeds on 20 year issues;
- (v) Cascade's attorney fees associated with the SBA 504 closing, generally \$2,500.

\* Items i – v financed as part of SBA 504 Debenture Loan

The undersigned assumes responsibility for certain other expenses which may be incurred by Borrower, Cascade or the SBA, in connection with the financing, including but not limited to, appraisals, title searches and title insurance, mortgage and supporting documentation, filing and recording fees. Payment of these expenses shall be due at loan closing or can be deducted from the above-referenced \$2,500.00 deposit. The undersigned is not responsible for paying an agent for servicers related to preparing the SBA 504 application. In addition to the foregoing, the undersigned agrees to the following conditions:

1. Cascade shall review the loan application and when approved by Cascade's Loan Review Committee or Board of Directors (if loan is greater than (if loan is greater than \$2 million) , may submit such application to the SBA for approval. It is understood that Cascade will seek to provide permanent financing for the acquisition, construction, improvement and equipping of Borrower's proposed project (the "Project") if Cascade, in its sole discretion, determines that Borrower's application is satisfactory and meets the criteria for approval. Packaging and submission of Borrower's application to Cascade's Loan Review Committee/Board of Directors or the SBA does not guarantee that Borrower will obtain financing. Borrower agrees that Cascade has no liability to Borrower should Borrower fail to secure financial assistance from the SBA or other lending sources. All costs and expenses including, but not limited to, title services and attorney fees incurred by Borrower or Cascade in connection with this application shall be paid by Borrower.
2. Borrower shall cooperate fully with Cascade in the review and processing of such loan application, including the timely submission of accurate financial reports and information regarding Borrower and its principals. Borrower agrees that Cascade may make credit inquiries and receive confidential business and personal financial and credit information as it deems necessary and Borrower hereby authorizes any person, financial institution or credit reporting agency to compile and furnish such information. Cascade agrees to hold such credit information in confidence and not divulge such information to persons or entities other than it's employees, Loan Review Committee, Board of Directors, legal advisors and the SBA, except with the prior consent of Borrower.
3. If funds provided by the 504 loan and by any other financing are not sufficient to pay all Project costs or, if additional costs are incurred as a result of cost overruns or unanticipated expenses in financing the Project, Borrower shall complete the acquisition, construction, improvement and equipping of the Project and pay all costs therefor in full, using its own funding sources.
4. Prior to debenture disbursement, Borrower will represent to both Cascade and the Small Business Administration that: (a) construction of the Project is completed in accordance with final plans and specifications; (b) that no unpaid labor or materialmen's liens exist; (c) that construction costs do not exceed estimated Project costs; (d) that Borrower has the ability to repay its obligations to Cascade; and (e) Borrower has not suffered a material adverse change in its financial and organizational condition since the date of its loan application with Cascade.
5. Borrower hereby authorizes it's financial institution to grant to Cascade access to financial records held by the financial institution(s) providing interim and/or permanent first mortgage/lien financing for the Project or Project assets. Furthermore, such financial records will be available to Cascade without further notice or authorization, but will not be disclosed or released to any governmental entity, other than the Small Business Administration, without Borrower's consent.

This paragraph is intended to effect Cascade Capital Corporation's compliance with applicable provisions of the Financial Privacy Act of 1978, Pub. L. No. 95-630, 92 Stat. 9273 (1978). Pursuant to Section 1113 (h) (2) of that Act, no further acknowledgment shall be required for subsequent access by Cascade or the Small Business Administration in order to obtain financial records of Borrower during the processing of this agreement or during the subsequent term, if any, of SBA's guaranty of any debenture issued in connection with this agreement.

6. If Borrower makes an eligible passive company election, where Borrower is not the SBC, but either the owner or owners of the SBC or an entity created to own real or personal property, the undersigned acknowledges and understands that prior to loan closing, the owner or owners and their respective spouses may be required by Cascade and the Small Business Administration to personally guarantee repayment of the 504 debenture loan and that if the SBC or an eligible

company elects to own the Project through a partnership entity, the general partners of such entity and their spouses may be required by Cascade and the SBA to personally guarantee repayment of the 504 debenture loan.

7. The undersigned acknowledges that he/she has been furnished with a list of Cascade's Officers and employees. The undersigned represents that neither the undersigned, nor Borrower is related, in any way, directly or indirectly, to any Officer or employee of Cascade, and that to the best of my knowledge, no other conflict of interest or potential conflict of interest exists between the undersigned or Borrower and Cascade. The undersigned understands that the members of the Loan Review Committee/Board of Directors/Officers/Employees will review the documents related to this application in their capacity as part of Cascade's Loan Review function.
8. As consideration for any assistance that may be provided by Cascade, Borrower waives all claims against Cascade.

I understand this 504 Loan Application Agreement in its entirety and agree to abide by its terms.

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Borrower



**SBA 504 Borrower Information Form**  
For use with all SBA 504 Loan Programs

OMB Control No.: 3245-0071  
Expiration Date: 11/30/2025

|  |  |  |                                      |  |  |  |  |  |
|--|--|--|--------------------------------------|--|--|--|--|--|
| <b>Applicant Business Legal Name (OC <input type="checkbox"/> EPC<input type="checkbox"/>):</b>  |  |  |                                      |  |  |  |  |  |
| <b>Operating Business Legal Name (OC):</b>   |  |  |                                      |  |  |  |  |  |
| <b>DBA or Tradename (if applicable)</b>  |  |  |                                      |  |  |  |  |  |
| <b>Business TIN (EIN, SSN)</b>   |  |  |                                      |  |  |  |  |  |
| <b>Primary Industry / NAICS Code (6 digit):</b>  |  |  | <b>Business Phone (xxx)xxx-xxxx:</b> |  |  |  |  |  |
| <b>Unique Entity ID used in SAM.gov, if any</b>  |  |  | <b>Year began operations:</b>        |  |  |  |  |  |
| <b>Entity Type Check One:</b>  |  | <input type="checkbox"/> Sole proprietor<br><input type="checkbox"/> Partnership<br><input type="checkbox"/> C-Corp<br><input type="checkbox"/> S-Corp<br><input type="checkbox"/> LLC<br><input type="checkbox"/> Other _____ |                                      | <b>Special Ownership Type (Select all that apply):</b>   |  | <input type="checkbox"/> Employee Stock Ownership Plan (ESOP)<br><input type="checkbox"/> 401(k) or ROBS 401(k) or Trust<br><input type="checkbox"/> Cooperative<br><input type="checkbox"/> Native-American Tribal-Owned Business<br><input type="checkbox"/> Other _____ |  |  |
| <b>Business Address (Street, City, State, Zip Code)</b><br><i>Do not use P.O. Box address</i>  |  |  |                                      | <b>Project Address, if different than Business Address (Street, City, State, Zip Code)</b><br><i>Do not use P.O. Box address</i> |  |  |  |  |
|  |  |  |                                      |  |  |  |  |  |
| <b>Primary Contact Name</b>  |  |  |                                      |  |  |  |  |  |
| <b>Primary Contact Email Address</b>   |  |  |                                      |  |  |  |  |  |
| <b># of existing employees (including owners, all part-time, full-time and all employees of domestic and foreign Affiliates – do not convert to FTE)</b> |  |  |                                      |  |  |  |  |  |
| <b># of FTE jobs retained/saved in the next two years because of the loan (including owners)</b>   |  |  |                                      |  |  |  |  |  |
| <b># of new FTE jobs created in the next two years because of the loan (including owners)</b>  |  |  |                                      |  |  |  |  |  |
| <b>Purpose of the loan (i.e., Purchase Real Estate; Construction; Equipment; Eligible Debt Refinancing;)</b>   |  |  |                                      |  |  |  |  |  |
| <input type="checkbox"/> Land  |  | \$ _____.  |                                      | <input type="checkbox"/> Purchase existing building/Construction of Commercial Real Estate                                       |  | \$ _____.  |  |  |
| <input type="checkbox"/> Machinery and Equipment   |  | \$ _____.  |                                      | <input type="checkbox"/> FF&E  |  | \$ _____.  |  |  |
| <input type="checkbox"/> Debt refinancing with expansion   |  | \$ _____.  |                                      | <input type="checkbox"/> Debt refinancing without expansion  |  | \$ _____.  |  |  |

**Applicant Ownership (Mandatory) and Demographic Information** – Identify all entities that own at least 20% of the Applicant, including the natural persons who own those entities, and at least 51% of the Beneficial Owners (as defined in SOP 50 10) of the Applicant. Attach a separate sheet if necessary.

| Owner's Legal Name<br>(First, Middle, Last name) | Title | Ownership % | TIN (SSN/EIN) | Home Address<br>(Street, City, State, Zip Code - No P.O. Box) |
|--|-------|-------------|---------------|---|
|  |       |             |               |   |
|  |       |             |               |   |
|  |       |             |               |   |
|  |       |             |               |   |
|  |       |             |               |   |



## SBA 504 Borrower Information Form

For use with all SBA 504 Loan Programs

OMB Control No.: 3245-0071  
Expiration Date: 11/30/2025

**Applicant Owner's Demographic Information (Optional)** - Veteran/gender/race/ethnicity data is collected for program reporting purposes only. Disclosure is voluntary and will have no bearing on the loan application decision. A separate demographic information section should be completed for each individual who holds or controls 20 percent or more of the beneficial ownership in the Applicant small business.

|   |  |
|---|--|
| Owner's Legal Name (First, Middle, Last name) |  |
| Owner's Position                              |  |
| Veteran Status                                | <input type="checkbox"/> Non-Veteran; <input type="checkbox"/> Veteran; <input type="checkbox"/> Service-Disabled Veteran; <input type="checkbox"/> Spouse of Veteran; <input type="checkbox"/> Not Disclosed  |
| Gender  | <input type="checkbox"/> Male; <input type="checkbox"/> Female; <input type="checkbox"/> Not Disclosed   |
| Race (more than 1 may be selected)            | <input type="checkbox"/> American Indian or Alaska Native; <input type="checkbox"/> Asian; <input type="checkbox"/> Black or African American;<br><input type="checkbox"/> Native Hawaiian or Pacific Islander; <input type="checkbox"/> White; <input type="checkbox"/> Not Disclosed |
| Ethnicity                                     | <input type="checkbox"/> Hispanic or Latino; <input type="checkbox"/> Not Hispanic or Latino; <input type="checkbox"/> Not Disclosed   |

*If any questions are answered "Yes" please provide details to the Lender/CDC in a separate attachment*

| Question   | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Is the Applicant or if the Applicant is structured as an Eligible Passive Company (EPC) and Operating Company (OC), both the EPC and OC, or any Associate of the Applicant presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in a transaction by any Federal department or agency, or presently involved in any bankruptcy? <i>If yes, explain and provide relevant documents in Exhibit 25.</i>                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the Applicant, any Associate of the Applicant, or any business owned by them or any Affiliates (per 13 CFR 121.301(f)), currently delinquent or have ever defaulted on a direct or guaranteed loan from SBA, or another Federal agency loan program (including, but not limited to USDA, B&I, FSA, FHA, EDA), or been a guarantor on such a loan? <i>If yes, provide relevant information in Exhibit 9.</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the Applicant or any owner of the Applicant an owner of any other business? <i>If yes, list all such businesses (including their TINs), percentage of ownership, and describe the relationship on a separate sheet identified as addendum A.</i>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is the Applicant or any Associate of the Applicant currently incarcerated serving a sentence of imprisonment imposed upon adjudication of guilty, or is under indictment for a felony or any crime involving or relating to financial misconduct or a false statement? <i>(if "Yes" the Applicant is not eligible for SBA financial assistance.)</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b><i>Initial here to confirm your response to question 4 (originally initialed, or an acceptable electronic signature, and not typed.)</i></b>  |                          |                          |
| 5. Has the Applicant paid or committed to pay a fee to the Lender/CDC or a third party to assist in the preparation of the loan application or application materials, or has the Applicant paid or committed to pay a referral agent or broker a fee? <i>If "Yes" provide details to your Lender/CDC (the name of the third party and the amount of the fee). The Applicant is not required to obtain or pay for unwanted services.</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are any of the Applicant's revenues derived from gambling, loan packaging, lending activities, lobbying activities, or from the sale of products or services, or the presentation of any depiction, displays or live performances, of a prurient sexual nature? <i>If "Yes," provide details under a separate attachment.</i>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is any sole proprietor, partner, officer, director, stockholder with a 10% or more interest in the Applicant an SBA employee or a Household Member of an SBA employee? ( <a href="#">13 CFR 105.204</a> ). "Household Member" means spouse and minor children of an employee, all blood relations of the employee and any spouse who resides in the same place of abode with the employee ( <a href="#">13 CFR §105.201(d)</a> ). <i>If "Yes," provide details under a separate attachment.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is any employee, owner, partner, attorney, agent, owner of stock, officer, director, creditor or debtor of the Applicant a former SBA employee who has been separated from SBA for less than one year prior to the request for financial assistance? ( <a href="#">13 CFR 105.203</a> ). <i>If "Yes," provide details under a separate attachment.</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Is any sole proprietor, general partner, officer, director, or stockholder with a 10% or more interest in the Applicant, or a household member of such individual, a member of Congress, or an appointed official or employee of the legislative or judicial branch of the Federal Government? ( <a href="#">13 CFR 105.301(c)</a> ). <i>If "Yes," provide details under a separate attachment.</i>   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Is any sole proprietor, general partner, officer, director, or stockholder with a 10 percent or more interest in the Applicant, or a household member of such individual, a Federal Government employee or Member of the Military having a grade of at least GS-13 or higher (or Military equivalent)? ( <a href="#">13 CFR 105.301(a)</a> ). <i>If "Yes," provide details under a separate attachment.</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is any sole proprietor, general partner, officer, director, or stockholder with a 10% or more interest in the Applicant, or a household member of such individual, a member or employee of a Small Business Advisory Council or a SCORE volunteer? ( <a href="#">13 CFR 105.302(a)</a> ). <i>If "Yes," provide details under a separate attachment.</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Is the Applicant, any owner of the Applicant, or any business owned by them (Affiliates), presently involved in any legal action (including divorce)? <i>If yes, provide details in Exhibit 25.</i>  | <input type="checkbox"/> | <input type="checkbox"/> |





# SBA 504 Borrower Information Form

For use with all SBA 504 Loan Programs

OMB Control No.: 3245-0071

Expiration Date: 11/30/2025

## **By Signing Below, You Make the Following Representations, Authorizations, and Certifications:**

### **APPLICANT CERTIFICATION**

By signing this application, the Applicant certifies that it complies with all Loan Program Requirements as defined in 13 CFR § [120.10](#), including but not limited to requirements in 13 CFR §§ [120.100](#), [120.110](#), [121.301](#), and 31 CFR § [285.13](#). The Applicant further certifies that the Applicant business is at least 51 percent owned and controlled by persons who are citizens of the U.S. or are Lawful Permanent Residents (provide copies of the USCIS Form(s) I-551 to your Lender/CDC for each person holding Legal Permanent Resident status) and that all SBA loan proceeds will be used in accordance with Loan Program Requirements. SBA or the Lender/CDC may request additional information to determine that an Applicant fulfills any eligibility requirement. SBA or a Lender/CDC processing a loan under delegated authority may accept as true the Applicant is eligible as certified. **By signing the application, the Applicant has certified that it fulfills all eligibility requirements.**

The authorized representative of the Applicant and the Operating Company represents, certifies, or authorizes the following:

- I have read the statements included in this form, including the Statements Required by Law and Executive Order, and I understand them.
- I certify that the information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material respects. I understand that knowingly making a false statement to obtain a guaranteed loan from SBA is punishable under the law, including under 18 U.S.C. 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 U.S.C. 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a federally insured institution, under 18 U.S.C. 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.
- I will comply, whenever applicable, with the hazard insurance, lead-based paint, civil rights, or other limitations set forth in SBA Loan Program Requirements.
- No holder of 50 percent or more of the ownership of the Applicant or OC is delinquent more than 60 days under the terms of any administrative order; court order; or repayment agreement requiring payment of child support.
- Applicant and OC are now current on all future federal, state, and local taxes, including but not limited to income taxes, payroll taxes, real estate taxes and sales taxes of the business, and will pay all Federal, state, and local taxes when they come due.
- All SBA loan proceeds will be used only for the Applicant business and only for business related purposes as specified in the loan application and approved by the Lender/CDC and/or SBA.
- I understand, acknowledge, agree, and consent that the Lender/CDC can share any tax information that I have provided and/or that the Lender/CDC has obtained from the Internal Revenue Service with SBA's authorized representatives, including authorized representatives of the SBA Office of Inspector General, for the purpose of compliance with SBA Loan Program Requirements and all SBA reviews.
- I acknowledge that the Lender/CDC will confirm the eligible loan amount using required documents submitted.
- The Applicant, together with all affiliates, is small under the applicable small business size standard (13 CFR 121.201 and Section 3(a)(5) of the Small Business Act [15 U.S.C. 631 et seq.]. SBA or the SBA Lender/CDC may request additional information concerning the Applicant's size based on information supplied in the application or any other source.
- The Applicant is not engaged and will not engage in any activity that is illegal under federal, state, or local law or that can reasonably be determined to support or facilitate any activity that is illegal under federal, state, or local law, and none of the Applicant's direct, indirect, or future revenues, or revenues of any affiliated business(es) are derived from activities that are illegal under federal, state or local law, including activities that support the end-use of marijuana products, including leasing of collateral property to a third party that derives revenue from illegal activities. I authorize the SBA to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for programs authorized by the Small Business Act, as amended, and Small Business Investment Act, as amended.
- If applicable, the Applicant(s), the ESOP (or equivalent trust), and/or the 401(k) plan are in compliance with all applicable IRS, Treasury, and Department of Labor requirements and will comply with all relevant operating and reporting requirements.
- For any real estate to be purchased by loan proceeds and pledged as collateral for the loan or where the Applicant or OC is conducting business operations, the Applicant or OC are currently and will remain in compliance with all local, state, and Federal environmental laws and regulations and will continue to comply with these laws and regulations. Furthermore, they are unaware of any other actual or potential environmental hazards related to the collateral or business premises. They agree to fully indemnify Lender/CDC and SBA against all liabilities or losses arising from the contamination of the property before or during the term of the loan.
- The Applicant and/or OC will reimburse Lender/CDC for out-of-pocket expenses incurred in the making and administration of the loan.
- The Applicant and/or OC will maintain proper books and records, allow Lender/CDC and SBA access to these records, and furnish financial statements or reports annually or whenever requested by Lender/CDC.
- The Applicant and/or OC will post SBA Form 722, Equal Opportunity Poster, where it is clearly visible to employees, applicants for employment and the general public.
- SBA encourages the purchase, to the extent feasible, of American-made equipment and supplies.
- For debt refinance, the debt being refinanced with the loan proceeds was used exclusively for the Applicant's business, including any credit card, HELOC, and/or debt on the Applicant's balance sheet; and
- During the life of the loan, the real estate pledged as Collateral for the Loan or where the Borrower or OC conducts its business operations will not be leased to or occupied by any business that Borrower or OC knows is engaged in any activity that is illegal under federal, state or local law or any activity that can reasonably be determined to support, promote, or facilitate any activity that is illegal under federal, state, or local law.
- The Applicant and OC will not, without Lender/CDC's prior written consent:
  - Make any distribution of company assets that will adversely affect the financial condition of the Borrower and/or OC.
  - Change the ownership structure or interests in the business during the term of the loan; and
  - Sell, lease, pledge, encumber (except by purchase money liens on property acquired after the date of the Note), or otherwise dispose of any of the Borrower's property or assets, except in the ordinary course of business.
- If this application is being submitted for an ALP Express Loan, Applicant certifies that the loan was not previously submitted to SBA and subsequently withdrawn by the CDC or declined or otherwise not approved by SBA.



# SBA 504 Borrower Information Form

For use with all SBA 504 Loan Programs

OMB Control No.: 3245-0071

Expiration Date: 11/30/2025

- The Applicant agrees that if the SBA approves this application, Applicant will not for at least two years hire an employee or consult anyone who was employed by the SBA during the one-year period prior to the disbursement of the debenture.
- The Applicant certifies that Applicant has not paid anyone connected with the Federal Government for help getting this financial assistance.
- The Applicant agrees to report to the SBA Office of Inspector General, 409 Third Street S.W., Washington, D.C. 20416, any Federal Government employee who offers assistance in return for any type of compensation to help get this application approved.
  - The Applicant understands that Applicant need not pay anybody to deal with SBA.
  - The Applicant also understands that a Certified Development Company may charge the Applicant a percentage of the loan proceeds as set forth in SBA regulations as a fee for preparing and processing the loan applications.
  - The Applicant agrees to pay for or reimburse the CDC or the SBA for the cost of any surveys, title or mortgage examinations, appraisals, etc., performed by non-SBA personnel provided that I have given my consent.
- The Applicant understands that regulations issued by the SBA prohibit the making of loans to relocate any operations of a small business that will cause a net reduction of one-third or more in the workforce of the Applicant company or a substantial increase in unemployment in any area of the country. In the event that proceeds from this loan are used to relocate an EPC/OC (including any affiliate, subsidiary or other business entity under direct, indirect or common control), the undersigned certifies that such relocation will not significantly increase unemployment in the area of the original location.
- If the Applicant's business exceeds the small business size standard by more than 25%, the Applicant agrees to use SBA's financial assistance within a labor surplus area.
- No overlapping relationship exists between the Applicant, including its Associates, and the CDC, including its Associates, or any other lender providing financing for the project, that could create an appearance of a conflict of interest as defined in 13 C.F.R. §120.140 or violate 13 C.F.R. § 120.851. No such relationships existed within six months of this application or will be permitted to exist while assistance is outstanding.
- The Applicant authorizes disclosure of all information submitted in connection with this application to the financial institution agreeing to participate with SBA's guaranteed debenture.
- The Applicant authorizes disclosure of all information in SBA's possession (whether information in SBA's current possession or information that SBA may later possess) related to Applicant to the CDC.
- The Applicant waives all claims against SBA and its consultants for any management and technical assistance that may be provided.
- In consideration for assistance from the Small Business Administration, the Applicant agrees that Applicant will comply with all Federal laws and regulations to the extent that they are applicable to such assistance, including conditions set forth in this application.
- Neither the Authorized Representative signing below, nor any of the Applicant's owners, managers, or anyone who directs the business, or any of their spouses or members of their households, work for the SBA, an SBA small business advisory council, or SCORE, any Federal agency, or the participating lender. If someone does, the name and address of such person and where employed is provided on an attached page.
- The U.S. Small Business Administration (SBA) is hereby authorized to release any and all information about my existing SBA Loans to the Lender/CDC processing this loan application. I understand that information released may include, but may not be limited to, information relating to my loan amount and payment transactions history, and/or the provision of copies of my loan documents, which may contain non-public information relating to all obligors and/or guarantors (if applicable).

Legal Name of Applicant Business: \_\_\_\_\_ EPC or OC: \_\_\_\_\_

DBA/Trade Name (if applicable): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Authorized Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Attested By: \_\_\_\_\_ (seal, if required)

Legal Name of Business: \_\_\_\_\_ EPC or OC: \_\_\_\_\_

DBA/Trade Name (if applicable): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Authorized Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Attested By: \_\_\_\_\_ (seal, if required)

Each Associate of the Applicant must sign below. Each individual should only sign once. Attach additional signature pages if needed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



## SBA 504 Borrower Information Form

For use with all SBA 504 Loan Programs

OMB Control No.: 3245-0071

Expiration Date: 11/30/2025

### **Purpose of this form:**

The purpose of this form is to collect information about the Small Business Applicant (“Applicant”) and its owners, the loan request, existing indebtedness, information about current or previous government financing, and certain other topics. The information also facilitates background checks as authorized by section 7(a)(1)(B) of the Small Business Act, 15 U.S.C. 636(a)(1)(B). Submission of the requested information is required for SBA or the Lender/CDC to determine eligibility for financial assistance. Failure to submit the information would affect that determination.

### **Instructions for completing this form:**

A separate SBA Form 1244 for each co-Applicant(e.g., EPC and OC) must be completed and signed by the authorized representative of the Applicant and **submitted to your SBA Participating Certified Development Company**. The amounts of the “Purpose of the loan” sections across all SBA Forms 1244 should equal the total amount of the loan request. Submission of the requested information is required to make a determination regarding eligibility for financial assistance.

For purposes of reporting NAICS Code, Applicants must match the business activity code provided on their IRS income tax filings, if applicable.

All parties listed below are considered Owners of the Applicant:

- For a sole proprietorship, the sole proprietor;
- For a partnership, all general partners, and all limited partners owning 20% or more of the equity of the firm;
- For a corporation, all owners of 20% or more of the corporation;
- For limited liability companies, all members owning 20% or more of the company; and
- Any Trustor (if the Applicant is owned by a trust).

### **For purposes of reporting (optional) demographic information:**

**Purpose.** Veteran/gender/race/ethnicity data is collected for program reporting purposes only.

**Description.** This form requests information about each of the Applicant’s owners. Add additional sheets if necessary.

1. **Owner’s Legal Name.** Insert the full name of the owner.
2. **Owner’s Position.** Identify the owner’s position; for example, sole proprietor; general partner; owner; officer; director; or member.

### **Statements Required by Law and Executive Order**

This application and any assistance provided pursuant to this application is subject to the following laws, regulations, and Executive Orders:

**Paperwork Reduction Act** - You are not required to respond to this collection of information unless it displays a currently valid OMB Control Number. The estimated time for completing this application, including gathering data needed, is 31 minutes. Comments about this time or the information requested should be sent to: Small Business Administration, Director, Records Management Division, 409 3rd St., SW, Washington DC 20416, and/or SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Washington DC 20503. **PLEASE DO NOT SEND FORMS TO THESE ADDRESSES.**

**Federal Funding Accountability and Transparency Act of 2006, as amended (31 U.S.C. 6101 Note)** - SBA routinely publishes information related to this loan application (e.g., name and address of borrower, amount of loan) on [USAspending.gov](http://USAspending.gov), as required by the Federal Funding Accountability and Transparency Act of 2006, as amended.

**Privacy Act (5 U.S.C. 552a); Collection of Social Security Number (31 U.S.C. 7701 et seq.)** - *Authorities and Purpose for Collecting Information:* SBA is collecting the information on this form, including social security numbers and other personal information, to make a character and credit eligibility decision in connection with you or your company’s application for SBA assistance. SBA may also use social security numbers for the purpose of collecting and reporting on any delinquent fees or other amounts owed SBA.

Under the provisions of 31 U.S.C. § 7701, the applicant business and any guarantor of the loan are required to provide their social security numbers, or other taxpayer identification numbers, in order to do business with SBA. Failure to provide this information would affect your ability to obtain a 504 loan. For other individuals signing this application, the submission of the social security number is voluntary and failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. However, in evaluating whether the applicant satisfies the criteria for a 504 loan under section 501 et seq. of the Small Business Investment Act, 15 U.S.C. § 695 et seq., SBA considers whether the applicant and each of its Associates possess good character. In making this determination, SBA considers the person’s integrity, candor, and criminal history if any. SBA is authorized, through section 308(f) of the Small Business Investment Act, to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B) of the Small Business Act, 15 U.S.C. § 636(a)(1)(B). In addition, for all forms of assistance, SBA is authorized to make all investigations necessary to ensure that a person has not engaged in acts that violate or will violate the Small Business Investment Act, see 15 U.S.C. § 687b(a). In conducting the criminal background check, SBA also uses your social security number to distinguish you from other individuals with the same or similar name or other personal identifier. This use is permitted under Executive Order 9397.

*Routine Uses:* Some of the information collected may be checked against criminal history indices of the Federal Bureau of Investigation. When the information collected indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature, SBA may refer it to the appropriate agency, whether Federal, State, local, or foreign, charged with responsibility for or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. *See* SBA’s Privacy Act System of Records, at 74 Fed. Reg. 14890 (2009) (as amended from time to time) for other published routine uses for the collected information.



## SBA 504 Borrower Information Form

For use with all SBA 504 Loan Programs

OMB Control No.: 3245-0071

Expiration Date: 11/30/2025

**Right to Financial Privacy Act of 1978 (12 U.S.C. § 3401 et seq.)** - As required by the Right of Financial Privacy Act of 1978, SBA provides this notice of SBA's right to access financial records held by financial institutions that are or have been doing business with you or your business, including any financial institutions participating in a loan or loan guarantee. The law provides that SBA shall have a right of access to your financial records in connection with its consideration or administration of assistance to you in the form of a Government loan or loan guaranty agreement. SBA is required to provide a certificate of its compliance with the Act to a financial institution in connection with its first request for access to your financial records, after which no further certification is required for subsequent accesses. The law also provides that SBA's access rights continue for the term of any approved loan or loan guaranty agreement. No further notice to you of SBA's access rights is required during the term of any such agreement.

The law also authorizes SBA to transfer to another Government authority any financial records included in an application for a loan, or concerning an approved loan or loan guarantee, as necessary to process, service or foreclose on a loan or loan guarantee or to collect on a defaulted loan or loan guarantee. No other transfer of your financial records to another Government authority will be permitted by SBA except as required or permitted by law.

**Disclosure of Information** - Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act. The Privacy Act authorizes SBA to make certain "routine uses" of information protected by that Act. One such routine use is the disclosure of information maintained in SBA's system of records when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature. Specifically, SBA may refer the information to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for, or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. Another routine use is disclosure to other Federal agencies conducting background checks but only to the extent the information is relevant to the requesting agencies' function. See, 74 F.R. 14890 (2009), and as amended from time to time for additional background and other routine uses.

**Debt Collection Act of 1982 and Debt Collection Improvement Act of 1996 (5 U.S.C. § 5514 note and 31 U.S.C. § 3701 et seq.)** - These laws require SBA to aggressively collect any loan or other payments which become delinquent. SBA must obtain your taxpayer identification number when you apply for a loan. If you receive a loan, and do not make payments as they come due, SBA may take one or more of the following actions:

- Report the status of your loan(s) or other debt owed to SBA to credit bureaus
- Hire a collection agency to collect your loan or other delinquent debt
- Offset your income tax refund or other amounts due to you from the Federal Government
- Suspend or debar you or your company from doing business with the Federal Government
- Refer your loan or other delinquent debt to the Department of Justice or other attorneys for litigation
- Foreclose on collateral or take other action permitted in the loan instruments
- If you default on an SBA loan and fail to fully reimburse SBA for any resulting loss, refer you to the computer database of delinquent Federal debtors maintained by the Department of Housing and Urban Development, or other Federal agency, which may disqualify you from receiving financial assistance from other Federal agencies. In addition, unless SBA is reimbursed in full for the loss, you will not be eligible for additional SBA financial assistance.

**Freedom of Information Act (5 U.S.C. 552)** - This law provides, with some exceptions, that SBA must supply information reflected in agency files and records to a person requesting it. Information about approved loans that will be automatically released includes, among other things, statistics on our loan programs (individual borrowers are not identified in the statistics) and other information such as the names of the borrowers (and their officers, directors, stockholders or partners), the collateral pledged to secure the loan, the amount of the loan, its purpose in general terms and the maturity. Proprietary data on a borrower would not routinely be made available to third parties. All requests under this Act are to be addressed to the nearest SBA office and be identified as a Freedom of Information request.

**Flood Disaster Protection Act (42 U.S.C. 4011)** - Under this Act, and its implementing regulations, SBA is prohibited from providing financial assistance in a designated floodplain unless Federal flood insurance is purchased as a condition of the loan. Failure to maintain the required level of flood insurance makes the Applicant ineligible for any future financial assistance from SBA under any program, including disaster assistance.

**Executive Orders 11988 and 11990 -- Floodplain Management and Wetland Protection (42 F.R. 26951 and 42 F.R. 26961)** - SBA discourages settlement in or development of a floodplain or a wetland. This statement is to notify all applicants for SBA assistance that such actions are hazardous to both life and property and should be avoided. The additional cost of flood preventive construction must be considered in addition to the possible loss of all assets and investments due to a future flood.

**Executive Order 11738 -- Environmental Protection (38 F.R. 25161)** - The Executive Order charges the SBA with administering its loan programs in a manner that will result in effective enforcement of the Clean Air Act, the Federal Water Pollution Act and other environmental protection legislation. SBA must, therefore, impose conditions on some loans. By acknowledging receipt of this form and presenting the application, the Associates of all small businesses borrowing \$100,000 or more in direct funds stipulate to the following:

- That any facility used, or to be used, by the subject firm is not cited on the EPA list of Violating Facilities.
- That subject firm will comply with all the requirements of Section 114 of the Clean Air Act (42 U.S.C. 7414) and Section 308 of the Water Act (33 U.S.C. § 1318) relating to inspection, monitoring, entry, reports and information, as well as all other requirements specified in Section 114 and Section 308 of the respective Acts, and all regulations and guidelines issued thereunder.
- That subject firm will notify SBA of the receipt of any communication from the Director of the Environmental Protection Agency indicating that a facility utilized, or to be utilized, by subject firm is under consideration to be listed on the EPA List of Violating Facilities.



## SBA 504 Borrower Information Form

For use with all SBA 504 Loan Programs

OMB Control No.: 3245-0071

Expiration Date: 11/30/2025

**Occupational Safety and Health Act (15 U.S.C. 651 et seq.)** - The Occupational Safety and Health Administration (OSHA) can require businesses to modify facilities and procedures to protect employees. Businesses that do not comply may be fined and required to abate the hazards in their workplaces. They may also be ordered to cease operations posing an imminent danger of death or serious injury until employees can be protected. Signing this form is certification that the applicant, to the best of its knowledge, is in compliance with the applicable OSHA requirements, and will remain in compliance during the life of the loan.

**Lead-Based Paint Poisoning Prevention Act (42 U.S.C. § 4821 et seq.)** - Borrowers using SBA funds for the construction or rehabilitation of a residential structure are prohibited from using lead-based paint (as defined in Federal regulations) on all interior surfaces, whether accessible or not, and exterior surfaces, such as stairs, decks, porches, railings, windows and doors, which are readily accessible to children under 7 years of age. A "residential structure" is any home, apartment, hotel, motel, orphanage, boarding school, dormitory, day care center, extended care facility, college or other school housing, hospital, group practice or community facility and all other residential or institutional structures where persons reside.

**Civil Rights (13 C.F.R. 112, 113, 117)** - All businesses receiving SBA financial assistance must agree not to discriminate in any business practice, including employment practices and services to the public, on the basis of categories cited in 13 C.F.R., Parts 112, 113, and 117 of SBA Regulations. This includes making their goods and services available to handicapped clients or customers. All business borrowers will be required to display the "Equal Employment Opportunity Poster" prescribed by SBA.

**Equal Credit Opportunity Act (15 U.S.C. 1691 et seq.)** - The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit Applicants on the basis of race, color, religion, national origin, sex, marital status or age (provided that the Applicant has the capacity to enter into a binding contract); because all or part of the Applicant's income derives from any public assistance program, or because the Applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580.

**Executive Order 12549 as amended by E.O. 12689, Debarment and Suspension (2 C.F.R. 180, adopted by reference in 2 C.F.R. Part 2700 (SBA Debarment Regulations))** - By submission of this loan application, you certify and acknowledge that neither you nor any Associates: (a) are presently debarred, suspended, declared ineligible from participating in, or voluntarily excluded from participation in a transaction by any Federal department or agency; (b) are formally proposed for debarment, with a final determination still pending; (c) are presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in the SBA Debarment Regulations; (d) have been convicted, or had a civil judgment rendered against you within the preceding three years for any of the offenses listed in the SBA Debarment Regulations, including 2 C.F.R. §180.800(a); or (e) have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default; or (f) are delinquent on any amounts due and owing to the U.S. Government or its agencies or instrumentalities as of the date of execution of this certification.

You further certify that you have not and will not knowingly enter into any agreement in connection with the goods and/or services purchased with the proceeds of this loan with any individual or entity that has been debarred, suspended, declared ineligible from participating in, or voluntarily excluded from participation in a Transaction. All capitalized terms have the meanings set forth in 2 C.F.R. Part 180.

If you are unable to certify and acknowledge (a) through (d), you must obtain and attach a written statement of exception from SBA permitting participation in this loan. You further certify that you have not and will not knowingly enter into any agreement in connection with the goods and/or services purchased with the proceeds of this loan with any individual or entity that has been debarred, suspended, declared ineligible from participating in, or voluntarily excluded from participation in a Transaction. All capitalized terms have the meanings set forth in 2 C.F.R. Part 180.

**The Build America, Buy America Act (BABAA) (41 U.S.C. §8301)** - The Build America, Buy America Act (BABAA) requires that no federal financial assistance for "infrastructure" projects is provided "unless all of the iron, steel, manufactured products, and construction materials used in the project are produced in the United States." Section 70914 of Public Law No. 117-58, §§ 70901-52. By submission of this loan application, you certify and acknowledge that if any SBA loan proceeds are used directly or indirectly for an infrastructure project, the iron, steel, manufactured products, and construction materials used in the construction of the infrastructure project are in full compliance with the BABAA requirements including: 1. All iron and steel used in the project are produced in the United States; 2. All manufactured products purchased with SBA financial assistance must be produced in the United States; and 3. All construction materials used in the construction are manufactured in the United States. Additionally, the Borrower will obtain from all Contractors, or Subcontractors, certifications or affirmations of their compliance with BABAA requirements for the project.



## PERSONAL FINANCIAL STATEMENT

### U.S. SMALL BUSINESS ADMINISTRATION

The purpose of this form is to collect information about the Business Applicant and its owners' financial condition. SBA uses the information required by this Form 413 as one of a number of data sources in analyzing the repayment ability and creditworthiness of an applicant for an SBA loan or, with respect to a surety bond, to assist in recovery in the event that the contractor defaults on the contract. SBA also uses the information to assess whether an individual meets the economic disadvantage threshold for the Women-Owned Small Business (WOSB) Program and the 8(a) Business Development (BD) Program. Submission of this information is required as part of your application for assistance. Failure to provide the information would impact the agency's decision on your application.

To complete this form

- 1) Check all that apply.
- 2) Complete the form in its entirety (attached a separate sheet, if necessary)
- 3) Review the applicable certifications and sign (spousal signature, if required)

|  |
|--|
| <input type="checkbox"/> <b>7(a) loan / 504 loan / Surety Bonds</b><br>Complete this form for: (1) each proprietor; (2) general partner; (3) managing member of a limited liability company (LLC); (4) each owner of 20% or more of the equity of the Applicant; and (5) any person providing a guaranty on the loan (including the assets and liabilities of the owner's spouse and any minor children).<br><br><b>Return completed form to:</b><br><b>For 7(a) loans:</b> the Lender processing the application for SBA guaranty<br><b>For 504 loans:</b> the Certified Development Company (CDC) processing the application for SBA guaranty<br><b>For Surety Bonds:</b> the Surety Company or Agent processing the application for surety bond guarantee |
|--|

|  |
|--|
| <input type="checkbox"/> <b>Disaster Business Loan Application (Excluding Sole Proprietorships)</b><br>Complete this form for: (1) each applicant; (2) each general partner; (3) each managing member of a limited liability company (LLC); (4) each owner of 20% or more of the equity of the Applicant business; and (5) any person providing an unlimited guaranty on the loan.<br><br><b>Return completed form to: Disaster Processing and Disbursement Center at 14925 Kingsport Road, Fort Worth, TX 76155-2243 or FAX to 1-202-481-1505 or <a href="mailto:disasterloans@sba.gov">disasterloans@sba.gov</a></b> |
|--|

|   |
|---|
| <input type="checkbox"/> <b>Women Owned Small Business (WOSB) Federal Contracting Program</b><br>This form must be completed by each individual claiming economic disadvantage in connection with the SBA's Women-Owned Small Business (WOSB) Federal Contracting Program. A separate form must be completed by the individual's spouse, unless the individual and the spouse are legally separated. Use attachments if necessary. Each attachment must be identified as a part of this statement and signed. In addition, each individual claiming economic disadvantage must update the form as changes arise, but at least annually, to ensure the information is current, accurate and complete.<br><br>SBA's regulations state that to be considered economically disadvantaged for purposes of the WOSB Program, a woman must have an adjusted gross income averaged over the three prior fiscal years of \$350,000 or less; less than \$6 million in the fair market value of all her assets (to include her primary residence and value of the business concern); and less than \$750,000 in personal net worth (excluding equity interest in her personal residence and ownership interest in the business, and funds invested in a retirement account that are unavailable until retirement age). 13 C.F.R. §127.203. The information contained in this form must be submitted and certified through <a href="http://beta.certify.sba.gov">beta.certify.sba.gov</a> |
|---|

|   |
|---|
| <input type="checkbox"/> <b>8(a) Business Development Program</b><br>8(a) applicants must show that 51% of the firm is owned by one or more individuals determined by the SBA to be socially and economically disadvantaged. The information contained in this form must be submitted by each socially and economically disadvantaged individual using their one time 8(a) eligibility to qualify this firm for 8(a) certification. If married, the spouse must complete a separate SBA Form 413, except when the individual and the spouse are legally separated. If separated, provide copy of separation document.<br><br>SBA's regulations state that to be considered economically disadvantaged for purposes of the 8(a) Business Development Program, an individual must have an adjusted gross income averaged over the three prior fiscal years of \$350,000 or less; less than \$6 million in the fair market value of all assets (to include primary residence and value of the business concern); and less than \$750,000 in personal net worth (excluding equity interest in the personal residence and ownership interest in the business, and funds invested in a retirement account that are unavailable until retirement age). 13 C.F.R. §124.104.<br><br><b>Note:</b> Please complete this form with Personal Information not Business Information and divide all jointly owned assets and liabilities, as appropriate with spouse or others. The information contained in this form must be submitted and certified through <a href="http://certify.sba.gov">certify.sba.gov</a> . For additional information go to: <a href="http://www.sba.gov/8abd">http://www.sba.gov/8abd</a> |
|---|

|   |                                      |
|---|--------------------------------------|
| <b>Name</b>   | <b>Business Phone</b> (xxx-xxx-xxxx) |
| <b>Home Address</b>   | <b>Home Phone</b> (xxx-xxx-xxxx)     |
| <b>City, State, &amp; Zip Code</b>  |                                      |
| <b>Business Name of Applicant/Borrower</b>  |                                      |
| <b>Business Address</b> (if different than home address)  |                                      |
| <b>Business Type:</b> ___ Corporation ___ S-Corp. ___ LLC ___ Partnership ___ Sole Proprietor (does not apply to ODA applicant) |                                      |

**This information is current as of [month/day/year]**  
*(within 90 days of submission for 7(a)/504/SBG/ODA/WOSB or within 30 days of submission for 8(a) BD)*

**WOSB applicant only, Married** \_\_\_ Yes \_\_\_ No

| <b>ASSETS</b>   | <b>LIABILITIES</b>  |
|---|---|
| (Omit Cents)  | (Omit Cents)  |
| Cash on Hand & in banks..... _____  | Accounts Payable..... _____   |
| Savings Accounts..... _____   | Notes Payable to Banks and Others..... _____<br>(Describe in Section 2) |
| IRA or Other Retirement Account..... _____<br>(Describe in Section 5)             | Installment Account (Auto)..... _____<br>Mo. Payments _____             |
| Accounts & Notes Receivable..... _____<br>(Describe in Section 5)                 | Installment Account (Other)..... _____<br>Mo. Payments _____            |
| Life Insurance – Cash Surrender Value Only..... _____<br>(Describe in Section 8)  | Loan(s) Against Life Insurance..... _____                               |
| Stocks and Bonds..... _____<br>(Describe in Section 3)                            | Mortgages on Real Estate..... _____<br>(Describe in Section 4)          |
| Real Estate..... _____<br>(Describe in Section 4)                                 | Unpaid Taxes..... _____<br>(Describe in Section 6)                      |
| Automobiles..... _____<br>(Describe in Section 5, and include<br>Year/Make/Model) | Other Liabilities..... _____<br>(Describe in Section 7)                 |
| Other Personal Property..... _____<br>(Describe in Section 5)                     | Total Liabilities..... _____  |
| Other Assets..... _____<br>(Describe in Section 5)                                | Net Worth..... _____  |
| <b>Total</b> _____  | <b>Total</b> _____<br>Must equal total in assets column.                |

| <b>Section 1. Source of Income.</b>      | <b>Contingent Liabilities</b>               |
|--|---|
| Salary..... _____                        | As Endorser or Co-Maker..... _____          |
| Net Investment Income..... _____         | Legal Claims & Judgments..... _____         |
| Real Estate Income..... _____            | Provision for Federal Income Tax..... _____ |
| Other Income (Describe below)..... _____ | Other Special Debt..... _____               |

**Description of Other Income in Section 1** (Alimony or child support payments should not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income)

**Section 2. Notes Payable to Banks and Others.** (Use attachments if necessary. Each attachment must be identified as part of this statement and signed.)

| Names and Addresses of Noteholder(s) | Original Balance | Current Balance | Payment Amount | Frequency (monthly, etc.) | How Secured or Endorsed Type of Collateral |
|--------------------------------------|------------------|-----------------|----------------|---------------------------|--|
|                                      |                  |                 |                |                           |  |
|                                      |                  |                 |                |                           |  |
|                                      |                  |                 |                |                           |  |
|                                      |                  |                 |                |                           |  |
|                                      |                  |                 |                |                           |  |

**Section 3. Stocks and Bonds.** (Use attachments if necessary. Each attachment must be identified as part of this statement and signed.)

| Number of Shares | Name of Securities | Cost | Market Value Quotation/Exchange | Date of Quotation/Exchange | Total Value |
|------------------|--------------------|------|---------------------------------|----------------------------|-------------|
|                  |                    |      |                                 |                            |             |
|                  |                    |      |                                 |                            |             |
|                  |                    |      |                                 |                            |             |
|                  |                    |      |                                 |                            |             |

**Section 4. Real Estate Owned.** (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)

|  | Property A | Property B | Property C |
|--|------------|------------|------------|
| Type of Real Estate (e.g. Primary Residence, Other Residence, Rental Property, Land, etc.) |            |            |            |
| Address  |            |            |            |
| Date Purchased   |            |            |            |
| Original Cost  |            |            |            |
| Present Market Value   |            |            |            |
| Name & Address of Mortgage Holder  |            |            |            |
| Mortgage Account Number  |            |            |            |
| Mortgage Balance   |            |            |            |
| Amount of Payment per Month/Year   |            |            |            |
| Status of Mortgage   |            |            |            |

**Section 5. Other Personal Property and Other Assets.** (Describe, and, if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and, if delinquent, describe delinquency.)



**Section 6. Unpaid Taxes.** (Describe in detail as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

**Section 7. Other Liabilities.** (Describe in detail.)

**Section 8. Life Insurance Held.** (Give face amount and cash surrender value of policies – name of insurance company and Beneficiaries.)

I authorize the SBA/Lender/Surety Company to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness.

**CERTIFICATION:** (to be completed by each person submitting the information requested on this form and the spouse of any 20% or more owner when spousal assets are included)

By signing this form, I certify under penalty of criminal prosecution that all information on this form and any additional supporting information submitted with this form is true and complete to the best of my knowledge. I understand that SBA or its participating Lenders or Certified Development Companies or Surety Companies will rely on this information when making decisions regarding an application for a loan, surety bond, or participation in the WOSB or 8(a) BD program. I further certify that I have read the attached statements required by law and executive order.-

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Social Security No. \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Social Security No. \_\_\_\_\_

---

**NOTICE TO 7(a) LOAN, 504 LOAN AND SURETY BOND APPLICANTS: CRIMINAL PENALTIES AND ADMINISTRATIVE REMEDIES FOR FALSE STATEMENTS:**

Knowingly making a false statement on this form is a violation of Federal law and could result in criminal prosecution, significant civil penalties, and a denial of your loan or surety bond application. A false statement is punishable under 18 U.S.C. §§ 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 U.S.C. § 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally-insured institution, a false statement is punishable under 18 U.S.C. § 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000. Additionally, false statements can lead to treble damages and civil penalties under the False Claims Act, 31 U.S.C. § 3729, and other administrative remedies including suspension and debarment.

**NOTICE TO DISASTER BUSINESS LOAN APPLICANTS: CRIMINAL PENALTIES AND ADMINISTRATIVE REMEDIES FOR FALSE STATEMENTS:**

Whoever wrongfully misapplies the proceeds of an SBA disaster loan shall be civilly liable to the Administrator in an amount equal to one-and-one half times the original principal amount of the loan under 15 U.S.C. § 636(b). In addition, any false statement or misrepresentation to SBA may result in criminal, civil or administrative sanctions including, but not limited to: 1) fines and imprisonment, or both, under 15 U.S.C. § 645, 18 U.S.C. § 1001, 18 U.S.C. § 1014, 18 U.S.C. § 1040, 18 U.S.C. § 3571, and any other applicable laws; 2) treble damages and civil penalties under the False Claims Act, 31 U.S.C. § 3729; 3) double damages and civil penalties under the Program Fraud Civil Remedies Act, 31 U.S.C. § 3802; and 4) suspension and/or debarment from all Federal procurement and non-procurement transactions. Statutory fines may increase if amended by the Federal Civil Penalties Inflation Adjustment Act Improvements Act of 2015.

**NOTICE TO APPLICANTS OR PARTICIPANTS IN THE WOSB FEDERAL CONTRACTING PROGRAM: CRIMINAL PENALTIES AND ADMINISTRATIVE REMEDIES FOR FALSE STATEMENTS:**

Any person who misrepresents a business concern's status as a WOSB or EDWOSB, or makes any other false statement in order to influence the WOSB Program eligibility determination or other review process in any way (e.g., protest), shall be: (1) subject to fines and imprisonment of up to 5 years, or both, as stated in Title 18 U.S.C. § 1001; (2) subject to fines of up to \$500,000 or imprisonment of up to 10 years, or both, as stated in Title 15 U.S.C. § 645; (3) subject to civil and administrative remedies, including suspension and debarment; and (4) ineligible for participation in programs conducted under the authority of the Small Business Act.

**NOTICE TO APPLICANTS OR PARTICIPANTS IN THE 8(a) BUSINESS DEVELOPMENT PROGRAM: CRIMINAL PENALTIES AND ADMINISTRATIVE REMEDIES FOR FALSE STATEMENTS:**

Any person who misrepresents a business concern's status as an 8(a) BD Program participant or SDB concern, or makes any other false statement in order to influence the 8(a) certification or other review process in any way (e.g., annual review, eligibility review), shall be: (1) subject to fines and imprisonment of up to 5 years, or both, as stated in Title 18 U.S.C. § 1001; (2) subject to fines of up to \$500,000 or imprisonment of up to 10 years, or both, as stated in Title 15 U.S.C. § 645; (3) subject to treble damages and civil penalties under the False Claims Act, 31 U.S.C. § 3729; (4) subject to administrative remedies, including suspension and debarment; and (5) ineligible for participation in programs conducted under the authority of the Small Business Act.

PLEASE NOTE: According to the Paperwork Reduction Act, you are not required to respond to this request for information unless it displays a valid OMB Control Number. The estimated average burden hours for the completion of this form is 1.5 hour per response. If you have questions or comments concerning this estimate or any other aspect of this information collection, please contact: Director, Records Management Division, Small Business Administration, 409 Third Street SW, Washington, D.C. 20416, and SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C. 20503. PLEASE DO NOT SEND COMPLETED FORMS TO OMB.

## PLEASE READ, DETACH, AND RETAIN FOR YOUR RECORDS

### **Privacy Act (5 U.S.C. 552a) and Debt Collection Improvement Act (31 U.S.C. 7701)**

*Authorities and Purpose for Collecting Information:* SBA is collecting the information on this form, including social security numbers and other personal information, to make a character and credit or other eligibility decision in connection with you or your company's application for SBA assistance. SBA may also use social security numbers for the purpose of collecting and reporting on any delinquent fees or other amounts owed SBA, where applicable.

For purposes of SBA's financial assistance programs, 31 U.S.C. 7701 requires loan applicants and guarantors, or any indemnitor of a surety bond to provide their social security numbers, or other taxpayer identification numbers. Failure to provide this information would affect your ability to obtain an SBA loan or bond. For other individuals signing this form, the submission of the social security number is voluntary and failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. However, your social security number or other taxpayer identification number helps SBA to distinguish you from other individuals with the same or similar name or other personal identifier. This use is permitted under Executive Order 9397. Personal information collected is protected to the extent permitted by law, including the Freedom Information Act, 5 U.S.C. 552, and the Privacy Act 5 U.S.C. 552. Such information is maintained pursuant to SBA's Privacy Act System of Records at <https://www.sba.gov/sites/default/files/2020-01/sba-sorns.pdf>.

**Right to Financial Privacy Act of 1978 (12 U.S.C. 3401)** -- This is notice to you as required by the Right to Financial Privacy Act of 1978, of SBA's access rights to financial records held by financial institutions that are or have been doing business with you or your business, including any financial institutions participating in a loan or loan guaranty. The law provides that SBA shall have a right of access to your financial records in connection with its consideration or administration of assistance to you in the form of a Government guaranteed loan or guaranteed bond. SBA is required to provide a certificate of its compliance with the Act to a financial institution in connection with its first request for access to your financial records, after which no further certification is required for subsequent accesses. The law also provides that SBA's access rights continue for the term of any approved loan guaranty agreement or any approved bond agreement. No further notice to you of SBA's access rights is required during the term of any such agreement. The law also authorizes SBA to transfer to another Government authority any financial records included in an application for a loan or bond guarantee, or concerning an approved loan or loan guaranty or bond guaranty, as necessary to process, service or foreclose on a loan guaranty or collect on a defaulted loan guaranty, or to process or service the bond guaranty. No other transfer of your financial records to another Government authority will be permitted by SBA except as required or permitted by law.

### **Freedom of Information Act (5 U.S.C. 552)**

This law provides, with some exceptions, that SBA must supply information contained in agency files and records to a person requesting it. Information about approved loans that will be automatically released includes, among other things, statistics on our loan programs (individual borrowers are not identified in the statistics), and other information such as the names of the borrowers (and their officers, directors, stockholders or partners), the collateral pledged to secure the loan, the amount of the loan, its purpose in general terms, and the maturity. With respect to SBA's bond guarantee program, SBA will release, among other things, statistics on the Surety Bond Guarantee (SBG) programs and other information such as the names of small businesses (and their officers, directors, stockholders or partners) and the amount of the bond guarantees. Proprietary data on a borrower would not routinely be made available to third parties. All requests under this Act are to be addressed to the nearest SBA office and be identified as a Freedom of Information request.

## DEBT SCHEDULE

**PLEASE LIST ALL EXISTING BUSINESS DEBTS**

Name of Operating Company: \_\_\_\_\_

Date: \_\_\_\_\_ \*

| Creditor Name           | Original Amount | Original Date | Present Balance | Interest Rate         | Maturity Date | Monthly Payments | Security | Current or Delinquent |
|-------------------------|-----------------|---------------|-----------------|-----------------------|---------------|------------------|----------|-----------------------|
|                         |                 |               |                 |                       |               |                  |          |                       |
|                         |                 |               |                 |                       |               |                  |          |                       |
|                         |                 |               |                 |                       |               |                  |          |                       |
|                         |                 |               |                 |                       |               |                  |          |                       |
|                         |                 |               |                 |                       |               |                  |          |                       |
|                         |                 |               |                 |                       |               |                  |          |                       |
|                         |                 |               |                 |                       |               |                  |          |                       |
|                         |                 |               |                 |                       |               |                  |          |                       |
|                         |                 |               |                 |                       |               |                  |          |                       |
|                         |                 |               |                 |                       |               |                  |          |                       |
|                         |                 |               |                 |                       |               |                  |          |                       |
|                         |                 |               |                 |                       |               |                  |          |                       |
|                         |                 |               |                 |                       |               |                  |          |                       |
|                         |                 |               |                 |                       |               |                  |          |                       |
|                         |                 |               |                 |                       |               |                  |          |                       |
| Total Present Balance** |                 |               | \$              | Total Monthly Payment |               | \$               |          |                       |

\*Should be the same date as current financial statement.

\*\*Total must agree with balance shown on current financial statement.