BIRMINGHAM
CITY WIDE LOCAL DEVELOPMENT CO.

504 Loan Application Checklist

I. Loan Application

- Loan Application

II. Business Financial Documents

- 3-Year Federal Tax Returns
- Interim Financial Statements (Year to Date) – 60 Days or less
- Business Debt Schedule (Form Attached)
- Accounts Receivable & Accounts Payable Aging Reports (if applicable)
- Form 4506C – Request for Tax Transcripts (to be provided)

III. Personal Documents (for owners with 20% or more ownership in the applicant business)

- Personal Financial Statement (Form Attached)
- 2 Years Personal Federal Tax Returns
- Form 4506C – Request for Tax Transcripts (to be provided)
- Clear, legible copy of current Driver's License

IV. Additional Documentation (As Applicable)

- Copy of Sales and Purchase Agreements
- Copies of any Promissory Notes to be refinanced
- Environmental Questionnaire
- Business Plan & Projections assumptions
- Affiliate Information
  2 Year Federal Tax Returns
- Formation Documents
- Copy of proposed or existing leases

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Birmingham City Wide Local Development Company
SBA 504 Loan Application

Company Information			
Company Name			
Business Phone			Fax Number
Main Contact Name			Phone Number
Contact Email Address			Title
Current Address			
Type of Business			Date Established
Current Number of Employees Full-time Part-time		Number of Jobs to be Created/Retained Full-time Part-time	
Rent ☐ Own ☐	Lease Payment $	Square feet	Replaced by new facility? ☐ Yes ☐ No

Company Ownership Information		
Name	Title	Ownership %
Name	Title	Ownership %
Name	Title	Ownership %
Name	Title	Ownership %

Project Costs			
Purchase existing building		**Construction project**	
Land & building	$	Land	$
Improvements	$	Construct a building	$
FF&E	$	FF&E	$
Professional fees	$	Professional fees	$
Other	$	Other	$
Debt being refinanced	$	Debt being refinanced	$
Total	**$**	**Total**	**$**

Borrower Details		
Project Address		
Who will hold title to real estate?		Date Established
Name	Title	Ownership %
Name	Title	Ownership %
Name	Title	Ownership %
Name	Title	Ownership %
Square footage of the new building	Square footage of building the company will occupy	

Please note – your company must occupy 51% of an existing building and 60% of a new building, initially.

Sources of Applicant's Capital Injection and/or Equity

10% - 30% will be required as a cash injection toward the project. Please list the location of the funds to be used as capital / cash injection.

Amount	Source of Equity Injection/Where Funds are held
$	
$	
$	

Collateral

Please list the collateral that will be offered for this loan.

Estimated Value of Collateral	Source of Valuation

Additional Information

Bank Name/Officer	Email Address	Phone Number
Accountant Name/Officer	Email Address	Phone Number
Attorney Firm/Name	Email Address	Phone Number
Insurance Agency/Name	Email Address	Phone Number

Prior Government Financing

This information is required for ALL owners, borrowers, co-borrowers & guarantors

Have you ever requested government financing before? (SBA, FHA, VA, USDA Student Loans) Yes ☐ No ☐				
Type	Loan Number	Borrower		
Date of Loan	Loan Amt	Balance	Status	Maturity Date
Type	Loan Number	Borrower		
Date of Loan	Loan Amt	Balance	Status	Maturity Date

Personal Resume

This section must be completed by each principal with 20% or more ownership of the borrower and co-borrower entity as well as any spouse with more than 5% ownership. PLEASE MAKE COPIES AS NEEDED.

First Name	Middle Name	Maiden Name	Last Name

Date of birth	Place of birth	Race	SSN

U.S. Citizen Yes ☐ No ☐	If not, please provide alien registration number

Current Home Address	City	State	Zip

From	To	Home phone	Business phone

Previous Home Address	City	State	Zip

From	To	Home phone	Business phone

Are you employed by the U.S. Government? Yes ☐ No ☐	If so, give the name of the agency& position

Marital Status	Spouses Name	SSN

Personal Information	
Are you presently under indictment, on parole or probation?	Yes ☐ No ☐
Have you ever been charged with and/or arrested for any criminal offense other than a minor vehicle violation? Include offenses which have been dismissed, discharged, or not prosecuted. (All arrests and charges must be disclosed and explained on an attached sheet)	Yes ☐ No ☐
Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication, withheld pending probation, for any criminal offense other than a minor motor vehicle violation?	Yes ☐ No ☐
Miscellaneous Questions	
Have you or any of your companies ever been involved in bankruptcy or insolvency proceedings?	Yes ☐ No ☐
Are you or your business involved in any pending or prior lawsuits?	Yes ☐ No ☐
Are you involved in any claim or lawsuit?	Yes ☐ No ☐
Are any of your federal, state, or local taxes delinquent?	Yes ☐ No ☐
Do you have any outstanding judgments?	Yes ☐ No ☐
Have you ever had property foreclosed upon or given title or deed in lieu of Foreclosure?	Yes ☐ No ☐
Is this loan request under consideration at any other financial institution at this time?	Yes ☐ No ☐
Are you required to pay alimony or child support? If so, how much?	Yes ☐ No ☐
Are you currently delinquent with respect to any child support payments?	Yes ☐ No ☐

Military Service Background		
Branch	From	To
Rank at discharge	Honorable? Yes ☐	No ☐

Education (College or Technical Training)

Name, City & State	Dates To/From	Major	Degree/Certificate Received
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐

Work experience

Beginning with present employment

Company Name			Ownership %	
Address		City	State	Zip
From	To	Title	Duties	

Company Name			Ownership %	
Address		City	State	Zip
From	To	Title	Duties	

Company Name			Ownership %	
Address		City	State	Zip
From	To	Title	Duties	

Company Name			Ownership %	
Address		City	State	Zip
From	To	Title	Duties	

Credit Report Authorization

I declare that the information provided in this application is true and correct. I hereby authorize the release of any and all credit reports and other information required in the processing of my loan application and as required in the servicing and/or during the term of my loan. I further authorize Birmingham City Wide Local Development Company to release such information to any entity as required in the processing of my loan application.

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

Signature	***Printed Name***	***Date***