

## Please provide the following information:

### From Principals:

- Signed **Capital CDC/SBA 504 Loan Assistance Agreement**
- Signed **SBA 504 Loan Fees Disclosure Form** for your state (Texas or New Mexico)
- Name of the Borrowing identity? (individual or entity)  
Does a different identity operate the small business?  
If so, who? (individual or entity)
- SBA Form 912** - Personal History Statement – for any Officer or Director of the company (regardless of ownership), all Principals, (persons with 20% or more ownership of the borrowing or operating company), and any Key Managers with authority to make decisions on behalf of the company
- Legible copies of **Drivers Licenses** for each person requiring an SBA Form 912
- Copies of **Permanent Resident Cards** from the Immigration and Naturalization Service (INS) Department, if applicable
- Resumes** for each Principal and Key Manager
- Last year's complete personal **Federal Income Tax Returns** from each Principal and **W-2's**, or salary breakout, for each Principal and their spouse
- SBA Form 413** - Personal Financial Statement – for each Principal, signed by both the Principal and spouse

### From the Company:

- A brief narrative containing: business's history, description of your product or service, how revenues are generated and collected, management and key personnel, and current number of employees
- Signed **Balance Sheet and Income Statement** (Profit & Loss – P&L), as well as complete business Federal Tax Returns for the last 2 years for the Eligible Passive Concern (EPC) & Operating Company (OC) (and/or a copy of a filed extension, if applicable)
- Signed current Balance Sheet and Income Statement from the operating company, including aging reports of **Account Receivables** (ARs) and **Account Payables** (APs), and inventory turnover, if applicable (all as of the same date)
- A **Debt Schedule** for all long-term liabilities listed on the business's Balance Sheet (as of the same date), which must list creditor, origination date, original balance, current balance, monthly payment amount
- 2-years **Projected Income Statements** (P&Ls) with assumptions for any new project site or new business
- Supporting **Project Cost Documents** to include:
  - Signed Real Estate Purchase Agreement
  - Copies of Contracts, Bids, Estimates, or Quotes for any improvements, construction or equipment
- Copies of **Organizational Documents** and Operating Agreements for Borrower/EPC and each OC
- Copy of Franchise Agreement, if applicable
- Signed Commitment Letter or Letter of Intent\* from the participating lender.

\* Note: Must have rate, term and amortization included as well as an SBA Credit Not Available Elsewhere Statement. If the statement is not included in the letter, then the Credit Not Available Elsewhere Statement template, printed on bank letterhead, must then be completed and signed.



1) Has the Borrower (EPC), Operating Company, or any Principals received any **previous Government Financing**? \_\_\_\_\_ (Y/N)

If yes, please provide:

- Name of the Borrower: \_\_\_\_\_
- Name of participating lender: \_\_\_\_\_
- Original date and loan amount: date: \_\_\_\_\_ amount: \$ \_\_\_\_\_
- Loan number: \_\_\_\_\_
- Current balance: \$ \_\_\_\_\_
- Monthly payment amount: \$ \_\_\_\_\_
- Status of loan: \_\_\_\_\_

2) Number of existing jobs to be retained as a result of this project?

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

3) Number of jobs to be created within the next two years as a result of this project?

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

4) Source of Borrower's injection?

Business Cash \_\_\_\_\_ Personal Cash \_\_\_\_\_

Equity \_\_\_\_\_, if so, what \_\_\_\_\_

5) If a business operation is being purchased in addition to the real estate, please include a statement from the Seller as to why they are selling the business, copies of the last 2 years of the business's Federal Tax Returns and current Income Statements (P&L).

**Click the below links to get copies of the items requiring a signature. Please sign and date, as indicated, and return:**

- SBA Form 1244 Part C** - Statements Required By Law and Executive Order (Signature Page of SBA Application)
- SBA Form 159** - Fees Disclosure Form and Compensation Agreement
- Blank **SBA Form 912** - Personal History Statement (make copies for each required)
- Blank **SBA Form 413** - Personal Financial Statement (make copies for each required)
- SBA Form 4506T** - Tax Verification Authorization – for each OC (Tax Transcript Verification)

**Prior to closing, Capital CDC will need the following items:**

- A complete independent **Appraisal** (lender will typically order)
- A satisfactory **Environmental Analysis\*** (lender will typically order)
- Copies of **Lease Agreements** between the EPC and OC(s)
- Site Inspection** upon completion of the project
- Survey**

#### **Affiliate\* Businesses Information, if applicable:**

*\* Note: If any Principal has controlling ownership, or management control (regardless of ownership) of another business, that business is considered an Affiliate. If multiple Principals have combined ownership control, or combined management control, the business is considered an Affiliate.*

Please provide the following on each Affiliate:

- Name of Affiliate business
- Type of business
- Names of all owners and their percent of ownership
- Last 2 years complete business Federal Tax Returns
- Any previous Government Financing information (see above)

**CAPITAL  
CERTIFIED DEVELOPMENT CORPORATION**

**HEADQUARTERS**

**110 Wild Basin Road, Suite 270 - Austin, Texas 78746**

**512.327.9229 ❖ 1.800.504.2232**

Additional Office Locations:  
Albuquerque, Dallas/Ft. Worth, El Paso, Houston and San Antonio

[\*\*www.capitalcdc.com\*\*](http://www.capitalcdc.com)