



# REI BUSINESS LENDING

## SBA 504 Loan Application

This checklist has been provided to assist you through the process of gathering the necessary information for the evaluation of your loan request. **Complete** information will be necessary to process your application.

1. Completed Loan Forms (Attached)
2. The following forms should be completed on all owners, partners, officers, directors, employees, guarantors, stockholders with 20% or more ownership of applicant business:
  - Personal Financial Statement – Current within 90 Days \*  
*(Spouses will need to sign personal financial statement.)*
  - Three Years Personal Tax Returns, with all schedules, signed by borrower
  - Statement of Personal History (SBA Form 912 - Attached)
  - Copy of Driver's License
  - Owner/Management Resume\*
3. Business plan for new business or detailed description and history of business for existing business (i.e., future plans, reason and details of expansion).
4. Business federal tax returns for the past three years, signed by borrower. Interim financial statement (including balance sheet and income statement) no more than 60 days old. An aging of accounts receivable and accounts payable, balancing with the interim financial statement. If purchasing business, need 4506-T form on business to be completed by seller. \*
5. Business Debt Schedule, balancing with interim financial statements. Should include the original date, original balance, monthly payment, interest rate, present balance owed, and maturity, to whom payable and collateral securing the loan for all short and long term debt outstanding or planned in the next year. \*
6. Projected income statement for the current and future three fiscal years & assumptions to the projections. \*
7. Affiliate company(s) federal tax returns for three years, plus a current interim statement (including balance sheet and income statement) within the last 60 days. (An affiliate company is one in which any key principal in the application has a 20% or more ownership interest or in which they are a general partner or operating partner, **if applicable**.)
8. Copy of Partnership Documents, Corporate Documents, or LLC Documents, **if applicable**.
9. Copy of Franchise Agreements, License Agreement or Fuel Supply Agreement, **if applicable**.
10. Key cost documents such as real estate purchase contract, contractor cost, vendor quotes for machinery and equipment. Listing of any professional fees such as architect, engineer costs. **If applicable**, an itemized breakdown of working capital.
11. Environmental Questionnaire, including legal description, on real estate being purchased or offered as collateral. (This should be completed by the owner of the real estate.) \*
12. Credit investigation fee of \$50.00 payable to REI Oklahoma.

\* Forms Available Upon Request

## **REI Oklahoma Corporate Headquarters**

2912 Enterprises Blvd.

PO Box 1335

Durant, OK 74702

Phone: 580.924.5094

Fax: 580.920.2745

## **Oklahoma City Office**

OU Research Park

800 Research Parkway, Suite 305

Oklahoma City, OK 73104

Phone: 405.319.8190

Fax: 405.319.8194

## **Tulsa Office**

Three Memorial Place

7615 East 63<sup>rd</sup> Place, Suite 201

Tulsa, OK 74133

Phone: 918.994.4370

Fax: 918.994.4394

**[www.reibusinesslending.org](http://www.reibusinesslending.org)**

Please be advised that all financial statements and tax returns must have original signatures and dates. After photocopying financial statements and tax returns, please sign again and affix current date.