



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 an 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 63rd Place, Suite 201
Tulsa, OK 74133
Phone: 918.994.4370
Fax: 918.994.4394

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.

SBA 504 LOAN REQUEST FORM

APPLICANT COMPANY:

Company Name _____ Phone _____

Contact Name _____

Address _____ City _____ State ____ Zip _____

Current number of employees ____ FT ____ PT Number of jobs to be created ____ FT ____ PT

E-Mail Address _____

- 1) Has the business, or any principals of the business, been involved in a bankruptcy? ____ Yes ____ No
- 2) Is the business, or any principals of the business, currently involved in a lawsuit or pending litigation?
____ Yes ____ No
- 3) Does any principal of the business have delinquent and/or past due child support? ____ Yes ____ No
- 4) Has the business or any principals of the business, received previous government financing? (SBA, Rural Development, VA, FHA, etc.)
____ Yes ____ No If yes, please complete the following:

Borrower Name	Federal Source	Loan Program Type	Loan #	Original Balance	Current Balance	Status

- 5) Has the business or any principals of the business defaulted on any previous government financing? ____ Yes ____ No

AUTHORIZATION TO RELEASE INFORMATION

I/We hereby authorize the release to REI Oklahoma of any and all information they may require at any time for any purpose related to our credit transaction with them including but not limited to all information which I/we provide to the Certified Development Company and the Certified Development Company acquires with request to my/our loan application. I/WE further authorize REI Oklahoma to release such information to any entity it deems necessary for any purpose related to our credit transaction with them.

I give authorization to REI Oklahoma to verify government debt with the appropriate lending agency and authorize the agency to release information to REI Oklahoma concerning the status of this debt.

I/We hereby certify that the enclosed information (plus any attachments or exhibits) is valid and correct to the best of my/our knowledge.

Signature _____ Date _____
Signature _____ Date _____
Signature _____ Date _____
Signature _____ Date _____

STATISTICAL INFORMATION

The U.S. Small Business Administration (SBA) has requested that we obtain the following information for statistical purposes only. Please check all those that apply:

Business Owned by: Female (100%) Female (51%) Male (100%) Male (51%)

Veteran Status: Non-Veteran Vietnam-era Veteran Other Veteran

Race/Ethnicity: Black Hispanic Puerto Rican Asian/Pacific Islander
 Eskimo/Aleuts American Indian Multi Group White

Number of Female employees _____ Number of Minority employees _____

As of the date of this application, your combined household income is: \$ _____

Number of people in your household: _____

Please indicate below how you became aware of our loan programs:

_____ Internet Search/ REI Oklahoma Website
_____ Newsletter _____ REI Oklahoma's _____ Other _____
_____ Referral _____ Personal Referral, by whom _____
_____ Organization _____
_____ Other _____



United States of America
SMALL BUSINESS ADMINISTRATION
STATEMENT OF PERSONAL HISTORY

Please Read Carefully: SBA uses Form 912 as one part of its assessment of program eligibility. Please reference SBA Regulations and Standard Operating Procedures if you have any questions about who must submit this form and where to submit it. For further information, please call SBA's Answer Desk at 1-800-U-ASK-SBA (1-800-827-5722), or check SBA's website at www.sba.gov. **DO NOT SEND COMPLETED FORMS TO OMB as this will delay the processing of your application; send forms to the address provided by your lender or SBA representative.**

Name and Address of Applicant (Firm Name)(Street, City, State, and ZIP Code)

SBA District/Disaster Area Office

Amount Applied for (when applicable)

File No. (if known)

1. Personal Statement of: (State name in full, if no middle name, state (NMN), or if initial only, indicate initial.) List all former names used, and dates each name was used. Use separate sheet if necessary.

2. Give the percentage of ownership or stock owned or to be owned in the small business or the development company

Social Security No.

First Middle Last

3. Date of Birth (Month, day, and year)

4. Place of Birth: (City & State or Foreign Country)

Name and Address of participating lender or surety co. (when applicable and known)

5. U.S. Citizen? YES NO **INITIALS:** _____
If No, are you a Lawful Permanent resident alien: YES NO
If non- U.S. citizen provide alien registration number: _____

6. Present residence address:

Most recent prior address (omit if over 10 years ago):

From:
To:
Address:

From:
To:
Address:

Home Telephone No. (Include Area Code):
Business Telephone No. (Include Area Code):

PLEASE SEE REVERSE SIDE FOR EXPLANATION REGARDING DISCLOSURE OF INFORMATION AND THE USES OF SUCH INFORMATION.

YOU MUST INITIAL YOUR RESPONSES TO QUESTIONS 5,7,8 AND 9.

IF YOU ANSWER "YES" TO 7, 8, OR 9, FURNISH DETAILS ON A SEPARATE SHEET. INCLUDE DATES, LOCATION, FINES, SENTENCES, WHETHER MISDEMEANOR OR FELONY, DATES OF PAROLE/PROBATION, UNPAID FINES OR PENALTIES, NAME(S) UNDER WHICH CHARGED, AND ANY OTHER PERTINENT INFORMATION. AN ARREST OR CONVICTION RECORD WILL NOT NECESSARILY DISQUALIFY YOU; HOWEVER, AN UNTRUTHFUL ANSWER WILL CAUSE YOUR APPLICATION TO BE DENIED AND SUBJECT YOU TO OTHER PENALTIES AS NOTED BELOW.

7. Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction?

Yes No **INITIALS:** _____

8. Have you been arrested in the past six months for any criminal offense?

Yes No **INITIALS:** _____

9. For any criminal offense – other than a minor vehicle violation – have you ever: 1) been convicted; 2) plead guilty; 3) plead nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment).

Yes No **INITIALS:** _____

10. I authorize the Small Business Administration Office of Inspector General 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, and the Small Business Investment Act.

CAUTION - PENALTIES 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, surety bond, or other program participation. A false statement is punishable under 18 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 USC 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 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.

Signature

Title

Date

Agency Use Only

11. Fingerprints Waived _____
Date Approving Authority
 Fingerprints Required _____
Date Approving Authority
Date Sent to OIG _____

12. Cleared for Processing _____
Date Approving Authority
13. Request a Character Evaluation _____
Date Approving Authority
(Required whenever 7, 8 or 9 are answered "yes" even if cleared for processing.)

PLEASE NOTE: The estimated burden for completing this form is 15 minutes per response. You are not required to respond to any collection of information unless it displays a currently valid OMB approval number. If you wish to submit comments on the burden for completing this form, direct these comments to U.S. Small Business Administration, Chief, AIB, 409 3rd St., S.W., Washington D.C. 20416 and Desk Officer for the Small Business Administration, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C. 20503. OMB Approval 3245-0178. **DO NOT SEND COMPLETED FORMS TO OMB as this will delay the processing of your application; send forms to the address provided by your lender or SBA representative.**