



I. PROFILE – Contact Information

Operating Company Name: _____ Year Founded: _____
 Real Estate Entity Name: _____ Year Created: _____
 Contact Name/Title: _____ Phone: _____ Email: _____

II. PROJECT SITE

Address: _____
 City: _____ Municipality: _____ Zip: _____
 Acreage: _____ Building Size: _____ sq. ft.
 Unrelated Tenant #1: _____ sq. ft. \$ _____/mo
 Unrelated Tenant #2: _____ sq. ft. \$ _____/mo
 Unrelated Tenant #3: _____ sq. ft. \$ _____/mo

(Real Estate Owner must lease 100% of property to Operating Company, who can then sublet to eligible tenants)

III. PROJECT COSTS (ELIGIBLE SBA 504 PROJECT COST CATEGORIES LISTED BELOW)

Real Estate Acquisition: \$ _____ *(will need to be supported by sales agreement)*
 Building Construction: \$ _____ *(third party bids and estimates will be required)*
 Building Renovations: \$ _____ *(third party bids and estimates will be required)*
 Appraisal: \$ _____
 Environmental: \$ _____
 Title Insurance: \$ _____
 Transfer Tax: \$ _____
 Equipment: \$ _____ *Equipment Type: _____*
 Furniture & Fixtures: \$ _____ *Fixture Type: _____*
 Interim Interest: \$ _____
 Contingency: \$ _____ *(cannot exceed 10% of construction/renovation)*
 Debt Refinance: \$ _____ *(cannot exceed 50% of above lines combined)*
 TOTAL PROJECT COSTS: \$ _____

IV. SOURCE OF EQUITY CONTRIBUTION (CIRCLE ALL THAT APPLY)

Personal Cash Business Cash Real Estate Equity Other: _____
 Loan: \$ _____ % _____ yrs Is loan secured by project assets? _____ (Y/N)

V. OWNERSHIP STRUCTURE

<u>Owner Name</u>	<u>Operating Entity (%)</u>	<u>Real Estate Entity (%)</u>
_____	_____ %	_____ %
_____	_____ %	_____ %
_____	_____ %	_____ %
_____	_____ %	_____ %

VI. OPERATING COMPANY OVERVIEW

Management / Officer Summary (Names) (if not applicable, mark "N/A"):

President: _____ Vice President: _____
Secretary: _____ Treasurer: _____
CEO: _____ CFO/COO: _____
Day-to-Day Operations Manager (if different than above names): _____

VII. OPERATING COMPANY EMPLOYMENT INFORMATION

	PROJECT SITE	PENNSYLVANIA	WORLDWIDE
Current # Full Time / Part Time	_____/____	_____/____	_____/____
2 Yr Estimate # Full Time / Part Time	_____/____	_____/____	_____/____

VIII. LOAN SPECIFICS

Loan Purpose:

Brief Company Description, Industry, History, Products/Services Offered:

IX. SUPPORTING INFORMATION – (Please include or attach with above information)

Operating Company / Entity

- A. ___ 3 Years Tax Returns & Accountant Financial Statements (*if available*)
- B. ___ Interim / Internal Balance Sheet & Income Statement (*dated within 60 days*)
- C. ___ Accounts Receivable Aging & Accounts Payable Aging (*dated within 60 days*)
- D. ___ Schedule of Debt (*existing loans & planned loans within 12 months*)*
- E. ___ Federal Government Debt Schedule (*only if existing or previous Federal loan or guarantee*)*
- F. ___ Owner / Key Management Resume or Profile (*Education, Training, Experience, etc.*)
- G. ___ Quotes, bids, or estimates from a third party to support project costs / budgets
- H. ___ Bank Term Sheet or Letter of Intent (*as soon as it is available*)
- I. ___ 2 Year Projected Income Statement w/ Assumptions (*only if significant changes expected*)
- J. ___ Franchise Agreement & Franchiser's Disclosure Statement (*only if a franchise*)
- K. ___ Personal History Statement - Individuals on page 2, Section VI (*dated within 30 days*) (*Signed/Dated*) *

Real Estate Entity (if LLC, LP, LLP, or other entity will own project real estate)

- A. ___ 2 Years Tax Returns
- B. ___ Schedule of Debt (*existing loans & planned loans within 12 months*)*

Owner's Personal Information (Owners > 20% of *Operating Company* or *Real Estate Entity*)

- A. ___ 1 Year Personal Tax Return
- B. ___ Personal Financial Statement (*dated within 30 days*) (*Signed/Dated by owner and spouse*)*
- C. ___ Personal History Statement (*dated within 30 days*) (*Signed/Dated*) *
- D. ___ 2 Years Tax Returns (*any business entity with affiliation through ownership or management*)

New Companies Only (if *Operating Company* is less than 2 years old)

- A. ___ 3 Years Projections – Balance Sheet & Income Statement (*with assumptions*)
- B. ___ Monthly Cash Flow Analysis – First 12 months or 3 months beyond breakeven (*with assumptions*)
- C. ___ DUNS # _____ (*Free view or obtain at: <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>*)

SUPPORTING INFORMATION – REAL ESTATE PROJECTS ONLY

- A. ___ Agreement of Sale (*if acquiring real estate as part of the project*) (*Signed/Dated*)
- B. ___ Appraisal (when available) – **Appraiser must receive EDC Finance Appraisal Requirements***
- C. ___ Environmental Report – Discuss level of report needed with bank & EDC Finance loan officers

* **NOTED APPLICATION TEMPLATES CAN BE FOUND ON THE EDC FINANCE WEBSITE:**
<http://www.edcfinancecorp.com/>

X. CERTIFICATION

By signing below, I acknowledge I have reviewed the following SBA 504 loan requirements, all the information submitted in this application is true and correct to the best of my knowledge, and I understand EDC Finance Corporation is required to pull credit reports on entities, owners, guarantors, and affiliates associated with the project.

SBA 504 Loan Requirements

- All owners of the Operating Company and Real Estate Entity greater than 20% are required to personally guarantee the loan. Personal guarantees of any non-owner spouses are based on the credit review and analysis of each project and its applicants.
- Has the small business, affiliated companies, or principals ever had a direct loan from or a loan guaranteed by the Federal Government? (CIRCLE) **YES** **NO**

If the above question was answered ‘Yes’, is the direct loan or loan guarantee delinquent, past due, or has a direct loss to the Federal Government occurred? (CIRCLE) **YES** **NO**

- Company officers or owners have been involved in past bankruptcy or insolvency proceedings: (CIRCLE) **YES** **NO**
- The company or its owners are currently involved in any pending lawsuits: (CIRCLE) **YES** **NO**

Lease Requirements

- As per SBA requirements, if a Real Estate Entity owns project real estate collateral, the Real Estate Entity must lease 100% of the project property to the Operating Company. The term of the lease, with options to renew exercisable solely by the Operating Company, must equal at least the term of the SBA 504 Loan, plus 1 year. Lease payments must be an amount no more than is necessary to amortize debt plus pay expenses related to holding the property unless otherwise approved by SBA.

Sub-Lease Requirements

- Existing building - The Operating Company may lease up to 49% of the property to unrelated tenants.
- New Construction - If the project involves new construction of a building, the Operating Company may lease up to 20% of the property to unrelated tenants on a long term basis and 20% to unrelated companies on a short term basis. The 20% short term lease scenario assumes the Operating Company intends to begin growing into that space within 3 years of loan closing and intends to fully utilize that space within 10 years of loan closing.

Fees & Costs

- All SBA 504 debentures include, but are not limited to the following fees:
 - o 2.2% commitment and underwriting fee (funded by the debenture)
 - o 0.5% third party lender fee payable on the first mortgage amount (paid out of pocket)
 - o Estimated \$3,000 closing attorney costs and recording fees (funded by the debenture)

Signature of Applicant: _____

Date: _____

Print Applicant Name: _____