



**CCD Business
Development
Corporation**

SBA 504 Loan Application

Loan Department Office

2455 Maple Leaf
North Bend, OR 97459
(866) 202-5903
(541) 756-4101
Fax: (541) 756-1167

COMPANY INFORMATION

Company Name _____

Address _____ City _____ State _____ Zip _____

Type of Industry _____ Date Established _____

Type of Entity (check one): Proprietorship Partnership Corporation LLC Trust

Web Site _____

Primary Contact Person _____ Phone _____ Fax _____

Title _____ Email Address _____

Other Contact Person _____ Email Address _____

COMPANY OWNERSHIP

Name _____ Title _____ Ownership % _____

Name _____ Title _____ Ownership % _____

Name _____ Title _____ Ownership % _____

Name _____ Title _____ Ownership % _____

EXISTING BUSINESS LOCATIONS

Address _____ City _____ State _____ Zip _____

Square Feet _____ Lease Payment _____ Replaced by new facility? _____

Address _____ City _____ State _____ Zip _____

Square Feet _____ Lease Payment _____ Replaced by new facility? _____

AFFILIATE BUSINESS (If applicable, another business owned 20% or more by any of the applicants.)

Name _____ Owner _____ Ownership % _____

Name _____ Owner _____ Ownership % _____

OTHER REFERENCES

Bank _____ Loan Officer _____ Phone _____

Accountant _____ Firm _____ Phone _____

Attorney _____ Firm _____ Phone _____

Realtor _____ Firm _____ Phone _____

PROJECT INFORMATION

Project Street Address _____

City _____ State _____ Zip _____ County _____

What is the square footage of the new building? _____

What is the square footage your company will occupy? _____

*Please note – We require your company to occupy 51% of an existing building or 60% of a new building.

If there are any tenants that will remain in the building, please provide the following information: *Also, please have your realtor provide copies of all existing leases.*

Tenant Name	Square Footage	Lease Expiration	Rent Amount

How will the **project property** be vested (i.e., individually, partnership, LLC, corporation, trust, ...) _____

How will the **project equipment** be vested (i.e., individually, partnership, LLC, corporation, trust, ...) _____

TOTAL PROJECT COSTS

Purchase Land \$ _____

Purchase Land & Building \$ _____

Construction / Remodeling \$ _____ *Note – You may include costs incurred up to nine months prior to this application.

Equipment \$ _____ *Note – Equipment may have a requirement of a useful life of 10 years or greater.

Furniture / Fixtures \$ _____

Professional Fees: \$ _____ *Note – You may include cost of appraisals & environmental investigations.
(Architects, permits)

Other: _____ \$ _____

Other: _____ \$ _____

Total Project \$ _____

EMPLOYEE QUESTIONNAIR

Number of current employees _____

Estimated number of new employees within the next two years as a result of this project _____

Key Employees

Name	Title	Responsibilities	Years with Company	Years in the Industry

MISCELLANEOUS QUESTIONS

Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings? _____

Are you or your business involved in any pending or prior lawsuits? _____ *If yes, please provide details on a separate sheet.*

Are you presently under indictment, on parole or probation? _____ *If yes, indicate date parole or probation is to expire.*

Have you ever been charged with and / or arrested for any criminal offense other than a minor motor 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.)*

Have you or your business ever received any government loan? _____ *If yes, please complete the attached Previous Government Financing Form and provide a copy of the Government Loan Authorization Document.*

CHECKLIST

Please provide copies of the following items, **if available**. *Information submitted must have an original signature and date.*

Business & Affiliate Information

	Federal tax returns for the last three years
	Interim financial statement dated within the last 45 days
	Business debt schedule (form attached)
	Summary aging of Accounts Receivable & Payable
	Corporation: Articles of Incorporation stamped as "filed" by the State and By-Laws
	Limited Liability Company: Articles of Organization stamped as "filed" by the State and Operating Agreement
	Trust: Trust Agreement
	Partnership: Partnership Agreement
	Business License and Fictitious Business Name Statement
	Franchise Agreement & Franchise Disclosure Statement
	Previous Government Financing Form (form attached)
	Projections: Balance Sheet & Profit & Loss Statements, year end for 2 years.

Personal Information (for each owner of 20% or greater)

	Personal tax returns for the last three years
	Personal resume
	Personal financial statement (form attached)
	Personal History Statement (SBA form 912 attached)

Real Estate Information

	Real Estate Purchase Agreement or settlement sheet
	Construction cost budget and/or equipment invoices
	Environmental study (if available)
	Appraisal (if available)

Other Required Information (as applicable)

	CCD's Loan Assistance Agreement (form attached)
	Business Plan or Outline
	Request for copy of tax transcript (SBA form 4506 attached)
	Principal Profile Form (form attached)
	Occupancy / Loan Payment Acknowledgment (form attached)

AUTHORIZATION TO RELEASE INFORMATION

I/We hereby authorize the release to CCD Business Development Corporation of any information they may require at any time for any purpose related to my/our credit transactions with them.

I/We further authorize CCD Business Development Corporation to release such information to any entity they may deem necessary for any purpose related to my/our credit transaction with them.

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

Name of applicant(s) _____

Signature of applicant(s) _____ Date _____

Name of applicant(s) _____

Signature of applicant(s) _____ Date _____

NOTICES

IDENTIFICATION PROCEDURES STATEMENT

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all Certified Development Companies to obtain, verify, and record information that identifies each person who applies for an SBA 504 loan.

What this means to you: When you apply for an SBA 504 Loan, we will ask you for your name, address, date of birth, and other information (such as your driver’s license number, date the license was issued, and the license expiration date) that will allow us to identify you. We may also ask to see your driver’s license or other identifying documents.

EQUAL CREDIT OPPORTUNITY ACT STATEMENT

The Federal Equal Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, or age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant’s income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law is the Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.

OCCUPANCY REQUIRMENTS

SBA Loans on real estate are only for owner-occupants. If a business or its owner(s) receives a 504 loan to finance acquisition of an existing building, the owner-occupant business or businesses must occupy 51% of the space. If a 504 loan is used to finance a new building, SBA requires that the owner-occupant business or businesses occupy 60% of the space.

504 LOAN PAYMENTS

Colson Services, the Central Servicing Agent for the SBA 504 program, and SBA require that borrowers' payments be made by automatic debit of an account designated by the borrower. This is done by Automatic Clearing House (ACH) who wires the debits to the Central Servicing Agent.

ACKNOWLEDGEMENT

I (we) certify that I (we) have read this advice, and that I (we) have been given a copy of it.

Small Business Name: _____

By: _____ Date: _____
(Name & Title)