

TEDC APPLICATION CHECKLIST

BORROWER: _____

Employer ID Number: _____

General Forms

1. ___ BANK CREDIT MEMO (if applicable)

Business Data

2. ___ *Business Balance Sheet, Income Statement and Cash Flow Statement dated within 90 days of application*
3. ___ *Details on any unusual balance sheet items or other item needing explaining*
4. ___ *Aging of Accounts Receivable and Accounts Payable generated at date of interim statements per 5.a.*
5. ___ *Year End Balance Sheet, Income Statement and Cash Flow Statement for last 3 years*
6. ___ *Business federal tax returns for last 3 years*
7. ___ **IRS 4506-T must be submitted to the IRS at the time of application, not at closing. Send fax to: 512-460-2272.**
8. ___ *Schedule of installment debts, contracts, notes and mortgages payable, showing to whom payable, original amount, original date, present balance, rate of interest, maturity date, monthly payment, security, and whether current or delinquent, that agrees with current balance sheet.*
9. ___ **Refinance must show at least 20% cash flow improvement and be on more reasonable terms. On any debt of the participant that would be refinanced by the SBA loan, lender must certify in writing that such debt is and has always been current; transcript of the borrower's account must be submitted with the application. Address nine refinance questions in accordance with SOP 50-10-4, paragraph ch2:12b.**
10. a. ___ *Detailed projection of profit and loss for one year*
- b. ___ *History of business*
- c. ___ *Expected benefits from loan*
- d. ___ *Source and amount of equity injection*
- e. ___ *Summarize management experience, capabilities and education*
- f. ___ *Justify change in ownership*
- g. ___ *For Start-up Businesses, detailed business plan with 3 years of financial projections and 1st year detailed by month*
- h. ___ *List of any previous government financing received*
11. ___ *Last 3 federal tax returns and interim financial statements for subsidiaries and affiliates*
12. ___ *If change of business ownership, provide last 3 federal tax returns of business being acquired & interim financial statements with aging of AR & AP*
13. ___ **BUSINESS VALUATION REQUIRED TO SUPPORT PURCHASE PRICE IN CASE OF ACQUISITION.** Lender or qualified 3rd party must determine value using acceptable business valuation method. In the case of close family members, independent 3rd party business valuation is required. If business has been transferred within last 36 months, two appraisals including one requested directly by the lender are required.

Cost and Collateral Data (Provide as applicable)

14. ___ *Description & Cost of any item of machinery, equipment, furniture, or fixtures to be purchased with proceeds of loan*
15. ___ *Firm bids or estimate of construction cost*
16. ___ *Description of M&E/FFE or Real Estate offered as collateral*
17. ___ *Contract of Sale*
18. ___ *Copy of Lease*
19. ___ *Copy of Franchise and FTC Disclosure Agreement; **Provide applicable certificate if on Franchise Registry.***

Personal Data

20. ___ **SBA Form 912 (Personal History) for each 20% owner plus guarantors, corporate officers, directors**
21. ___ *Alien Registration Receipt Card (Form I151 or I551) (INS Form G-845 completed and submitted to INS if not U.S. citizen)*
22. a. ___ **SBA Form 413 (Personal Financial Statement) dated within 90 days of application for each 20% owner**
- b. ___ *Previous SBA loan recipient/guarantor: provide loan number, date of origination and amount*
- c. ___ *For each financial period under review, list principal(s) draws*
- d. ___ *Household income, source and monthly household expenses for each guarantor*
23. ___ **CREDIT REPORT OR D&B REPORT.** Borrower must provide explanation for slow payments, collection items, and judgments.
24. ___ *Resume for each owner/manager*
25. a. ___ *Personal federal tax returns of owners for 3 years for each 20% owner or guarantor (attach copy of W-2)*
- b. ___ **IRS 4506-T must be submitted to the IRS at the time of application, not at closing. Send fax to: 512-460-2272.**

General Requirements

26. a. ___ *TEDC Application or LENDER APPLICATION*
- b. ___ *TEDC Acknowledgement*