



Delaware Community Development Corporation

SBA 504 Application Checklist

Please make sure every document has an original signature and is dated.

- 1. Copy of Contract for purchase of real estate or equipment.
- 2. Details of costs for any renovations or equipment purchased, including copies of bids from all contractors.
- 3. Past three (3) years of business financial statements and/or tax returns.
- 4. Interim Business Financial Statement – balance sheet and income statement within 90 days of application (can be internally prepared).
- 5. Aging report of both accounts receivable and accounts payable dated within 90 days of application (can be internally prepared).
- 6. If a new business, financial projections for 2 years, showing new debt.
- 7. If a new business, a monthly cash flow analysis for the first 12 months of operations.
- 8. A listing of business debt showing original date and amount, monthly payment, interest rate, present balance owed and to whom payable.
- 9. Personal Financial Statement (SBA form 413) for all owners of 20% or more of the business
- 10. Last year's personal tax returns for all owners of 20% or more of the business.
- 11. Statement of Personal History (SBA form 912) for all owners of 20% or more of the business
- 12. A copy of organizational documents – fictitious name certificate or articles of incorporation or membership agreement for LLC.
- 13. SBA Form 4506 T Form – Authorization to obtain tax returns, one for each individual and for each business entity.
- 14. SBA Form 1244 Part C.

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