

Overland Capital Corporation SBA 504 Checklist

Name of borrower _____

X	Business Information	Date Sent/Received
	Loan Application- must be signed by all owners	
	Business Plan	
	Business Tax Returns- copies of Federal tax returns for last 3 years	
	Business Financial Statements- income statement and balance sheet for last 3 fiscal years plus year-to-date for current fiscal year	
	Cash Flow Projections- 1 year month-by-month and 3 year annual	
	Aging Schedules for both Accounts Receivable and Accounts Payable	
	Business Debt Schedule	
	Organizational Documents- appropriate for entity: Corporation, LLC, Partnership	
	IRS Form 4506- Request for Transcript of Tax Return	
	Trust Documents- if any of the principals have a trust set up	
	Franchise Agreement and Uniform Franchise Offering Circular- if applicable	
	The names of affiliated businesses as well as the last two years' tax returns or the last two fiscal year-end financial statements for each of these firms- if applicable	
X	Personal Information (for each owner of 20% or greater)	Date Sent/Received
	Personal Resume	
	Personal Tax Returns- copies of Federal tax returns for last 3 years	
	Personal Financial Statement- must be signed; if married, must include spouse's information and signature	
	SBA Form 912- Statement of Personal History	
	Personal Credit Report- Overland Capital will obtain this	
	Copy of Photo Identification- front and back of un-expired, government-issued photo ID	
X	Project Information	Date Sent/Received
	Use of Loan Proceeds- must include proof of funds for any down payment/injection	
	Schedule of Collateral	
	Lease Agreements- copies of proposed or existing lease, if applicable	
	Existing Environmental Studies	
	If the loan includes the purchase of real estate: <input type="checkbox"/> Purchase Contract or Letter of Intent	
	If the loan includes new construction, renovations, or tenant improvements: <input type="checkbox"/> Preliminary plans and specs <input type="checkbox"/> Bid or other cost estimate <input type="checkbox"/> Estimated timeline for completion	
	If loan is to acquire an existing business: <input type="checkbox"/> All Business Information items listed above for the business being acquired <input type="checkbox"/> Asset Allocation- value of assets to be purchased including real estate, equipment, inventory, accounts receivable, and any other assets	
	If loan is for a start-up business or expansion of an existing business: <input type="checkbox"/> Cost Allocation- breakdown of all costs associated with the start-up or expansion, including working capital	
	If the loan includes the refinance of existing debt: <input type="checkbox"/> Copies of all notes to be refinanced <input type="checkbox"/> Loan Account Statements- statements or estimated payoff amounts	