

SBA 504 Loan Program
Administered by
Pikes Peak Regional Development Corporation

The Checklist

Step 1: Please provide the information below:

- Business Tax Returns**, including all schedules for prior three years
- [Request for Transcript Verification](#) (form)
- Personal Tax Returns**, including all schedules for prior three years.
- [Personal Financial Statement](#) (form)
- [Personal Budget Analysis](#) (form)
- Business Financial Statements**, for fiscal year ending last three years.
- [Business Debt Schedule](#) (form)
- Interim Financial Statement** to include balance sheet and income statement dated within 60 days of application. *(MUST be signed and dated in ink.)*
- Accounts Receivable and Accounts Payable Aging.**
(Same date as Interim Financial Statement.)
- Complete Business Plan**, including one year of [projections](#) with assumptions. Mandatory for new business.
- Purchase Agreement with Addendum's**
- If this is a construction loan, please provide the following:**
 - Contractor's written estimates of bids.
- Cost documentation for Equipment** if applicable.
- UFOC and Franchise Agreement** or **Letter of Intent from Franchisor** if applicable.
- Gift Letter**, if you are using gift funds towards this project.
- [Personal History Statement](#) (form)
- [Schedule of Previous Government Financing](#) (form)
- [Application Certification and Authorization](#) (form)
- If you own affiliated companies, please provide all of the following:**
 - Description of Affiliates
 - Percentage of Ownership in Affiliates
 - Affiliate Business Tax Returns for prior three years.
 - [Affiliate Business Debt Schedule](#) (form)
 - Interim Financial Statement to include balance sheet and income statement dated within 60 days of application.
- If you are an existing SBA borrower, please provide the following:**
 - Copy of SBA Authorization and Loan Agreement
- If this is a business acquisition loan, please provide all of the following:**
 - Seller's Business Tax Returns for prior three years
 - [IRS Tax Verification Form 4506](#), signed and dated by Seller. (form)
 - Interim Finance Statement to include balance sheet and income statement dated within 60 days of application.
 - Copy of signed business purchase agreement. Include asset cost breakdown, all amendments, extensions, and total purchase price.

- If this is a refinance loan, please provide all of the following:**
 - Copy of notes of debt to be refinanced.
 - Original Purchase Agreement. Including settlement sheet evidencing use of proceeds from original loan.
 - Name and address of Lien holder(s) to paid off.

- If this is a hotel/motel loan, please provide the following:**
 - Breakdown of revenues and expenses on a month-by-month basis for the last 12 months.
 - Occupancy percentage and average daily rate for the subject business property annually for the prior three years, year-to-date and monthly for the past 12 months.
 - Occupancy percentage and average daily rate for the market area (Smith Travel Report, Chamber of Commerce).
 - Hotel/Motel Projection Worksheet.