



Minnesota Business Finance Corporation

SBA 504 Debt Refinancing Checklist:

- _____ Debt being refinanced may not be with an existing federal guaranty (i.e. 7(a), 504, or USDA loan).

- _____ Debt must have originated 2 + years prior to the date of the 504 application.

- _____ Small business concern must have been in business for two years prior to the submission of the application.

- _____ Substantially all (85% or more) of the proceeds of the loan being refinanced must have been used for 504 eligible purposes; real estate purchase/improvement or long term equipment.

- _____ Provide copies of:
 - Note(s) –copies of all notes dating back to original purchase or improvement.
 - Recorded Mortgage(s) –copies of all recorded mortgages dating back to original purchase or improvement.
 - Security Agreement(s) –copies of all security agreements dating back to original purchase or improvement.
 - Provide copies of Recorded UCCs –copies of all recorded UCCs dating back to original purchase or improvement.
 - Copies of closing statements, sworn construction statements, etc. to substantiate 85% test.

- _____ 12 month payment transcript. (No 30+ day late payments)

- _____ For same institution debt - transcript must be provided for the entire loan history.

- _____ Current payoff statement on loan(s) being refinanced.

- _____ Appraisal within 6 months of the date of the application must be provided at the time of application. (MBFC must also be listed as intended user.)

- _____ Bank commitment letter stating reason will not make the loan without SBA participation. Additionally, the Bank certifies it has no knowledge of default by the borrower on their existing financing nor knowledge or information that would indicate the likelihood of a default (MBFC will provide SBA form).