

# Minnesota Business Finance Corporation

CHECKLIST regarding attachments to Application:

## **Financial Information**

- \_\_\_\_\_ Three years of historical fiscal year end financial statements for business
- \_\_\_\_\_ Three years of signed tax returns for business.
- \_\_\_\_\_ Interim financial statement for business (current within 120 days).
- \_\_\_\_\_ Aging of A/R and A/P of the same date as interim financial statement.
- \_\_\_\_\_ If there are affiliates, please provide two years of signed tax returns or historical fiscal year end financial statements and current business debt schedule.
- \_\_\_\_\_ Two years of projections for business, complete with Assumptions if project is a start-up, existing cash flow doesn't support proposed debt or is a business purchase. (Projections should include a Pro Forma Balance Sheet and Income Statement. For a new business, a monthly cash flow analysis is also needed for the first 12 months of operation or for three months beyond the breakeven point.)
- \_\_\_\_\_ Schedule of Business Debts as of date of interim financial statement (see attached Schedule of Business Debts Form)
- \_\_\_\_\_ Schedule of Previous and Other Proposed Government Financing (if previous SBA borrowings, please provide a copy of the Loan Authorization.)
- \_\_\_\_\_ Personal Financial Statement current within 90 days (for each person with 20% or more ownership interest in Small Business or Borrower; either on SBA Form 413 or attached to signed SBA Form 413.)
- \_\_\_\_\_ Personal tax returns for last fiscal year (signed).

## **Business Information**

- \_\_\_\_\_ Business Plan (strongly encouraged; format provided as attached)
- \_\_\_\_\_ Resumes of principals involved in day-to-day management (see Personal Resume form)
- \_\_\_\_\_ If a franchise, include a copy of the Franchise Agreement and the Franchisor's Disclosure Statement that is required by the Federal Trade Commission
- \_\_\_\_\_ A copy of key cost documents such as real estate purchase agreements, contractor cost estimates, vendor quotes for machinery and equipment, etc.
- \_\_\_\_\_ If project costs includes construction or renovation costs, the NEHRP provisions will need to be addressed with signed contractor certification, or removing the provisions from the authorization if renovations are temporary.
- \_\_\_\_\_ Appraisal as required by SBA Standard Operating Procedures (Please provide whatever property valuations and appraisals are available.)
  - ◆ Appraisals are required at the time of application for projects involving the use of existing property as a source of the equity injection.
  - ◆ Otherwise, SBA approval is made contingent on the assumed appraised value.
  - ◆ New construction special purpose project required the as completed appraisal to include any FF&E being financed.
- \_\_\_\_\_ Environmental Questionnaire
- \_\_\_\_\_ Copy of existing or proposed lease agreement, if applicable

## **Business Organizational Documents (To follow)**

\_\_\_\_\_ If SBC is a Corporation, please provide a copy of the Articles of Incorporation and Bylaws; Certificate of Incorporation

- President of Corporation is \_\_\_\_\_.
- Secretary of Corporation is \_\_\_\_\_.

\_\_\_\_\_ If SBC is a Partnership, please provide a copy of the Partnership Agreement.

\_\_\_\_\_ If SBC is an LLC, please provide a copy of the Articles of Organization and Operating Agreement, Member Control Agreement and Certificate of Organization

\_\_\_\_\_ If SBC is a Proprietorship or operates under a name other than SBC's Legal Name, an Assumed Name Certificate and Affidavit of Publication are needed.

\_\_\_\_\_ Ownership Affidavit Completed in MBFC Application

## **SBA Forms**

\_\_\_\_\_ Section 1: Business Information (SBA Form 1244)

\_\_\_\_\_ Section 2: Information of Associates (SBA Form 1244) completed by all associates of the business; including all key employees, day-to-day managers, officers and directors; regardless of ownership; and for all stockholders with 20% or more ownership.

\_\_\_\_\_ If a positive response to questions 3 or 4 on Section 2, Associate must complete SBA Written Addendum to detail offense and provide documentation. Original signature required.

\_\_\_\_\_ Section 3: Statements Required by Laws and Executive Orders (SBA Form 1244) with original signature

\_\_\_\_\_ Request for Tax Transcripts (SBA Form 4506 for small business concern)

\_\_\_\_\_ Taxpayer Consent to use of IRS Tax Transcripts

\_\_\_\_\_ If a Loan Packager was hired and compensated for completion of this Application, an SBA Form 159 Compensation Agreement must be completed by the Borrower and the Loan Packager (submit at closing)

\_\_\_\_\_ Statement Regarding Lobbying (SBA Form 1846)

\_\_\_\_\_ Authorization to Release Information

\_\_\_\_\_ Exhibit Forms (**Signature Required on Exhibit 9 and 10**)

\_\_\_\_\_ CIP Form (Customer is persons, meaning both natural persons and entities such as partnerships, corporations, LLC, or trusts applying, and/or receiving benefit of a 504 loan. Thus, customer will be any Borrower, EPC, OC and Co-Borrower. In Addition, if customer Borrower, EPC, OC, or Co-Borrower is an entity, then CIP will include all persons or entities with a managing or controlling interest as defined by SBA regulations. Forms include: Signature Form, Intake Identity Form, Customer Identification Form (Individual, Entity or Non-documentary.)

\_\_\_\_\_ Driver License Copy

\_\_\_\_\_ Job Creation/Retention completed in MBFC Application

## **Information provided by Lender**

\_\_\_\_\_ Commitment Letter or Letter of Proposed Terms stating the terms and conditions of its participation and the reason why it will not finance the entire project.

\_\_\_\_\_ Lender's Credit Presentation

\_\_\_\_\_ Credit Reports

Date: \_\_\_\_\_

Completed by: \_\_\_\_\_