



Minnesota Business Finance Corporation

Third Party Lender - SBA 504 Debt Refinancing Checklist:

- _____ Debt being refinanced may not be with an existing federal guaranty (i.e. 7(a), 504, or USDA loan) or a Third Party Loan that is part of an existing 504 project.
- _____ Debt must have originated 2 + years prior to the date of the 504 application for the benefit of the small business concern and is collateralized by Eligible Fixed Assets.
 - Any modification agreed to in writing by borrower and TPL can occur no less than one year prior to application date, including renewals.
 - If modification increases debt, than application must wait 24 months.
- _____ Small business concern must have been in business for two years prior to the submission of the application. A partial ownership change may be considered a new business if it results in new or unproven management and increased debt. Therefore, an additional 5% down payment may be required.
- _____ Provide copies of note, recorded mortgage, security agreement, UCC's, settlement statements, and any other collateral documentation securing the existing debt. If loan was refinanced, obtain copies of original loan documents (note, mortgage, security agreement, UCC's, settlement statement, etc).
- _____ If there are multiple refinances throughout the history of the loan, then provide copies of these loan documents (note, mortgage, security agreement, UCC's, settlement statement, etc.) Note: SBA will expect the lender, if it is the original lending institution, to produce the necessary documentation.
- _____ Documentation to prove substantially all (85% or more) of the proceeds of the original loan being refinanced must have been used for 504 eligible purposes; real estate purchase/improvement or long term equipment.
- _____ The small business must currently occupy at least 51% of the property.
- _____ 12 month payment transcript. (No 30+ day late payments). Transcript should include bank name, borrower name, date payment is due, date payment is posted, amount of payment, original balance, remaining balance, late fees, etc. For same institution debt - transcript must be provided for the entire loan history.
- _____ Current payoff statement on loan(s) being refinanced.
- _____ Appraisal is not required at the time of application. Appraisal must be dated within one year of application. LTV max is 90% on non cash out refinance projects. (SBA must be listed as intended users.)
- _____ Special Purpose Project:
 - At least 15% equity from borrower
 - SBA can't be over 35% of costs (total project/appraised value + professional fees)
- _____ 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).
- _____ Bank must be in a 1st lien position and SBA in a 2nd lien position.
- _____ The TPL loan needs to be at least as much as the 504 loan. SBA loan cannot be more than 40% of the project/Appraised Value.
- _____ For CASH OUT REFINANCE: If borrower is utilizing equity to finance "Business Operating Expenses" (BOE):
 - _____ Max LTV is 85%. Business Operating Expenses portion cannot exceed 20% of appraised value.
 - _____ Verify BOE are due for payment within 18 months of the application date.
 - _____ Provide documentation of BOE such as invoices, bills, payroll receipts, cancelled checks, etc.