

**ACCION Texas**  
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## ACCION Texas SBA 504 Loan Application

### Company Information

Company name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Principal in Charge \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Secondary Contact Person \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
(In-House Comptroller or Bookkeeper)

Type of Business \_\_\_\_\_ Date Established \_\_\_\_\_

Type of Entity (check one)       Proprietorship       Partnership       Corporation       LLC

### Company Ownership

Name \_\_\_\_\_ Title \_\_\_\_\_ % of Ownership \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ % of Ownership \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ % of Ownership \_\_\_\_\_

### Affiliate Businesses

Name \_\_\_\_\_ Owner \_\_\_\_\_ % of Ownership \_\_\_\_\_  
(Applicant company or individuals)

Name \_\_\_\_\_ Owner \_\_\_\_\_ % of Ownership \_\_\_\_\_  
(Applicant company or individuals)

### Existing Business Locations

Address \_\_\_\_\_ Square feet \_\_\_\_\_ Lease Payment \_\_\_\_\_ Replaced by new facility? \_\_\_\_\_

Address \_\_\_\_\_ Square feet \_\_\_\_\_ Lease Payment \_\_\_\_\_ Replaced by new facility? \_\_\_\_\_

### References

Bank Name \_\_\_\_\_ Acct. no. \_\_\_\_\_ Acct. officer \_\_\_\_\_ Phone \_\_\_\_\_

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Bank Name \_\_\_\_\_ Acct. no. \_\_\_\_\_ Acct. officer \_\_\_\_\_ Phone \_\_\_\_\_

Accountant \_\_\_\_\_ Firm name \_\_\_\_\_ Phone \_\_\_\_\_

Attorney \_\_\_\_\_ Firm name \_\_\_\_\_ Phone \_\_\_\_\_

Trade reference \_\_\_\_\_ Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Trade reference \_\_\_\_\_ Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

## Nature of your Business

Name of your business \_\_\_\_\_

\_\_\_\_\_

Type of products or services (include any catalogs or brochures) \_\_\_\_\_

\_\_\_\_\_

Geographic market area \_\_\_\_\_

\_\_\_\_\_

List key customers \_\_\_\_\_

\_\_\_\_\_

List major competitors \_\_\_\_\_

\_\_\_\_\_

## Project Information

Street address of project \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

What is the square footage of the new building? \_\_\_\_\_ What is the square footage your company will occupy? \_\_\_\_\_

\*Please note – We require your company to occupy 51% of an existing building and 67% of a new building.

Escrow closing date \_\_\_\_\_ Realtor's name \_\_\_\_\_ Phone \_\_\_\_\_

If known, how will the property be vested (i.e., individually, partnership, LLC, corporation, trust, ...) \_\_\_\_\_

Please provide appropriate document (i.e., Partnership Agreement, LLC documents, Articles of Incorporation, Trust Agreement, ...)

## Total Project Costs

### Purchase existing building or Equipment only

Purchase price \$ \_\_\_\_\_

Tenant improvements \$ \_\_\_\_\_

Equipment\* \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

### Construction Project

Land acquisition \$ \_\_\_\_\_

Construction bid \$ \_\_\_\_\_

Architects, permits, other soft costs \$ \_\_\_\_\_

Equipment\* \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

\*Please note – equipment to be financed must have a useful life of 10 years or greater.

**If there are any tenants that will remain in the building, please provide the following information:** *Also, please have your realtor provide copies of all existing leases.*

| Tenant Name | Square footage | Lease expiration | Rent amount |
|-------------|----------------|------------------|-------------|
|             |                |                  |             |
|             |                |                  |             |
|             |                |                  |             |

## Employee Questionnaire

Number of current employees \_\_\_\_\_ Estimated number of new employees within the next two years as a result of this project \_\_\_\_\_

### Key employees

| Name | Title | Responsibilities | Years with company | Years in the industry |
|------|-------|------------------|--------------------|-----------------------|
|      |       |                  |                    |                       |
|      |       |                  |                    |                       |
|      |       |                  |                    |                       |

## Miscellaneous Questions

Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings? \_\_\_\_\_

Are you or your business involved in any pending or prior lawsuits? \_\_\_\_\_ *If yes, please provide details on a separate sheet.*

Have you ever received an SBA loan? \_\_\_\_\_ *If yes, please provide a copy of the SBA Loan Authorization Document and the following:*

Original Amount \$ \_\_\_\_\_ Date of the Loan \_\_\_\_\_

Current Balance \$ \_\_\_\_\_ Status \_\_\_\_\_

## Checklist

### Business Information

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Business financial statements for the last three years              |
| <input type="checkbox"/> | Interim financing statement dated within the last 45 days           |
| <input type="checkbox"/> | Business debt schedule (form attached)                              |
| <input type="checkbox"/> | Federal tax returns for the last three years                        |
| <input type="checkbox"/> | Articles of Incorporation and By-Laws (if corporation)              |
| <input type="checkbox"/> | President of the corporation is _____                               |
| <input type="checkbox"/> | Secretary of the corporation is _____                               |
| <input type="checkbox"/> | Articles of Organization and Operating Agreement (if LLC)           |
| <input type="checkbox"/> | Partnership Agreement (if partnership)                              |
| <input type="checkbox"/> | Business License and Fictitious Business Name Statement (if propr.) |
| <input type="checkbox"/> | Franchise Agreement   |

### Personal information (for each owner of 20% or greater)

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Personal tax returns for the last three years |
| <input type="checkbox"/> | Personal resume (form attached)               |
| <input type="checkbox"/> | Personal financial statement (form attached)  |

### Real estate information

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Real Estate Purchase Agreement or settlement sheet |
| <input type="checkbox"/> | Construction cost budget and/or equipment invoices |
| <input type="checkbox"/> | Existing environmental studies                     |

## Authorization to Release Information

I/We hereby authorize the release to ACCION Texas of any information they may require at any time for any purpose related to my/our credit transactions with them.

I/We further authorize ACCION Texas to release such information to any entity they deem necessary for any purpose related to my/our credit transaction with them.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided herewithin or at a later date, is valid and correct to the best of my/our knowledge.

Name of applicant(s) \_\_\_\_\_

Signature of applicant(s) \_\_\_\_\_

Date \_\_\_\_\_

Name of applicant(s) \_\_\_\_\_

Signature of applicant(s) \_\_\_\_\_

Date \_\_\_\_\_