



Loan Application Checklist

Regional Development Company
1757 Thornapple Circle
Valparaiso IN 46385
(219) 476-0504
(219) 476-4141 FAX
www.rdc504.org

Company Information

- _____ Business Tax Returns: For the past three years.
- _____ Current Balance Sheet and Profit & Loss Statement: Dated within 90 days.
- _____ Business Tax Returns for Affiliates (if any): For the past 2 years.
- _____ Debt Schedule: Including: Creditor, outstanding balance, monthly payment
- _____ Business Entity Documents: Articles of Incorporation & Bylaws, Articles of Organization & Operate Agreement, Trust or Partnership Agreement
- _____ If New Business: Projections for the first two years of operation.
- _____ If Franchise: Copy of franchise agreement and SBA

Owner Information (For each 20% or more owner of the business or real estate)

- _____ Personal Tax Returns: For the past three years.
- _____ Personal Financial Statement: SBA Form 413

Other Information (RDC and SBA may request addition information not listed below)

- _____ SBA 504 Loan Application
- _____ Cost documents: Including, but not limited to: real estate purchase agreement, construction costs estimates, vendor quotes for equipment)
- _____ If Debt Refi: copy of note, mortgage and 12-month transaction history
- _____ Application Deposit Agreement
- _____ Check made payable to Regional Development Company in the amount of \$1,000