



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

## 504 Loan Application Checklist

### BUSINESS INFORMATION

- Tax Returns, Balance Sheet, and Income Statements for the previous 2 years
- Interim Balance Sheet and Income Statement dated within 90 days
- Aging of Accounts Payable (*if applicable*)
- Aging of Accounts Receivable (*if applicable*)
- Business Debt Schedule (**form attached**)
- Previous Government Financing (**form attached**)
- Affiliate Tax Returns for the last two years
- If New Business or Purchase of Existing Business:
  - Proforma Balance Sheet with assumptions
  - Projected, Annualized Income Statement for the first two years after the loan is received with assumptions
  - Monthly Cash Flow Analysis for First 12 Months with assumptions

### PERSONAL INFORMATION (For each 20% or more owner of the business or real estate)

- Personal Tax Returns for the previous 2 years
- Personal Financial Statement - SBA Form 413 dated within 90 days (**form attached**)

### PROJECT INFORMATION

#### Purchase and/or Improvement of Real Estate:

- Purchase Agreement for Real Estate
- Construction Cost Estimate (*new construction or renovations*)
- Vendor Quotes for Equipment
- Itemized List of Professional Fees

#### If Debt Refinance Project:

- Most Current Promissory Note
- Recorded Mortgage or Lien Instrument
- Transcript of Account (12-month payment history)

### 504 FORMS and OTHER INFORMATION (RDC and SBA may request addition information not listed below)

- Application Deposit Agreement (**form attached**)
- Check payable to Regional Development Company for \$1,000
- 504 Loan Application (**form attached**)
- Franchise Agreement (*if applicable*)
- License(s) Required to Operate Business (*if applicable*)
- Entity Documentation: Articles of Incorporation/Organization, Bylaws/Operating Agreement, EIN