

# dakota BUSINESS finance

500 N. Western Avenue • Suite 100 • Sioux Falls, SD • 57104 • Telephone 605.367.5353 • Fax 605.367.5394  
 E-Mail: [jessica@dakotabusinessfinance.com](mailto:jessica@dakotabusinessfinance.com) OR [daniel@dakotabusinessfinance.com](mailto:daniel@dakotabusinessfinance.com)

## SECTION 1: APPLICATION CHECKLIST

Dakota BUSINESS Finance staff is available to assist the borrower in completing the application materials required by the SBA 504 program. All forms are also available online at [www.dakotaBUSINESSfinance.com](http://www.dakotaBUSINESSfinance.com).

### General Application

X	N/A	Description
		Completed and Signed Dakota Business Finance Loan Pre-Application ( <i>Section 2, 7</i> )
		Bank Information Release Form ( <i>Section 4</i> )
		SBA Release Form ( <i>Section 5</i> )

### Business Information

X	N/A	Description
		Franchise Agreement (includes any dealer agreements, jobber agreements, license agreements, etc.)
		Year-end business financial statements (balance sheet and income statement) for the last 3 years for the Operating Company
		Year-end business financial statements (balance sheet and income statement) for the last 3 years for the Eligible Passive Company (real estate holding company)
		Federal tax returns for the last 3 years for the Operating Company
		Federal tax returns for the last 3 years for the Eligible Passive Company (real estate holding company)
		Business Debt Schedule ( <i>Section 6</i> )
		Interim financial statement dated within the last 60 days for the Operating Company as well as an aging of Accounts Receivable and Accounts Payable
		Interim financial statement dated within the last 60 days for the Eligible Passive Company (real estate holding company) as well as an aging of Accounts Receivable and Accounts Payable
		Projected annualized income statement for the Operating Company for the first two years after the loan; Must include a description of assumptions made in developing the projections. (May contact Small Business Development Center for assistance 605-367-5757)
		For a <u>new</u> business (less than 2 years in existence) a monthly cash flow analysis for the first 12 months of operation or for 3 months beyond the break-even point (whichever is longer) together with a description of assumptions (May contact Small Business Development Center for assistance 605-367-5757)
		For a <u>new</u> business (less than 2 years in existence) projected balance sheet with a description of the assumptions attached (May contact Small Business Development Center for assistance 605-367-5757)
		Organizational documents including Certificate of Incorporation, Articles of Incorporation and By-Laws ( <i>if Corporation</i> ); <u>or</u> Articles of Organization and Operating Agreement ( <i>if LLC</i> ); <u>or</u> Partnership Agreement ( <i>if Partnership</i> ); <i>Business License and Fictitious Business Name Statement (if proprietorship)</i> .
		The names of any affiliated (through ownership or management control) business as well as tax returns for the last two years and interim financial statements dated within the last 60 days

(Continued on Next Page)

**Personal Information** *for each owner of 20%+or guarantor*

<b>X</b>	<b>N/A</b>	Description
		Personal tax returns for the last 2 years
		Personal Resume / History Form ( <i>Section 3</i> )
		Personal financial statement ( <i>form included or use any template; Must be dated within 90 days of application to SBA</i> )
		Photocopy of driver's license/ I.D. card

**Real Estate Information**

<b>X</b>	<b>N/A</b>	Description
		Real Estate Purchase Agreement or settlement sheet
		Construction cost estimates or bids (must be on contractor letterhead); blueprints, plans/specifications
		Equipment invoices or quotes
		Copies of proposed/existing lease agreements
		Existing / new environmental studies ( <i>needed prior to closing</i> )
		Real estate appraisal, if already completed ( <i>needed prior to closing</i> )

**Provided by Bank**

<b>X</b>	<b>N/A</b>	Description
		Copies of personal credit reports for each owner of 20%+ and each guarantor
		Commitment letter from the participating lender stating the terms and conditions of its participation and reason why it will not finance the entire project
		Commitment letter from all other sources of financing involved in the project

## SECTION 2: LOAN PRE-APPLICATION

### Eligible Passive Company (Owner of Real Estate), if applicable

*(How the real estate will be owned (i.e. individually, husband and wife, partnership, LLC, corporation, trust, etc.)*

Eligible Passive Company Name \_\_\_\_\_

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

Principal in charge \_\_\_\_\_ Business Phone (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Type of business \_\_\_\_\_

Company Website \_\_\_\_\_

Type of Entity (check one)  Proprietorship  Partnership  Corporation  LLC  Other \_\_\_\_\_

Federal Employer Identification Number (EIN) \_\_\_\_\_ Date established \_\_\_\_\_

### Eligible Passive Company Ownership

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

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

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

### Operating Company

Operating Company Name \_\_\_\_\_

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

Principal in charge \_\_\_\_\_ Business Phone (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Type of business \_\_\_\_\_

Type of Entity (check one)  Proprietorship  Partnership  Corporation  LLC  Other \_\_\_\_\_

Federal Employer Identification Number (EIN) \_\_\_\_\_ Date established \_\_\_\_\_

D-U-N-S Number (required) \_\_\_\_\_

### Operating Company Ownership

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

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

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

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

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

### Affiliate Business (If Applicable)

Name \_\_\_\_\_ Owner \_\_\_\_\_ % of Ownership \_\_\_\_\_  
(Applicant Company or Individuals)

Name \_\_\_\_\_ Owner \_\_\_\_\_ % of Ownership \_\_\_\_\_  
(Applicant Company or Individuals)

Name \_\_\_\_\_ Owner \_\_\_\_\_ % of Ownership \_\_\_\_\_  
(Applicant Company or Individuals)

### Existing Business Locations

Address \_\_\_\_\_ Square Feet \_\_\_\_\_ Lease payment \_\_\_\_\_ Lease Expiration \_\_\_\_\_  
Replaced by new facility? \_\_\_\_\_

Address \_\_\_\_\_ Square Feet \_\_\_\_\_ Lease payment \_\_\_\_\_ Lease Expiration \_\_\_\_\_  
Replaced by new facility? \_\_\_\_\_

### References

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

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

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

### Nature of Your Business

When and by whom was your company established? \_\_\_\_\_

When did you gain control of the business? \_\_\_\_\_

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

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

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

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

### Project Information

Project Property Address \_\_\_\_\_

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

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

*\*Please note – SBA requires the Operating Company to occupy 51% of an existing building and 60% of a new building immediately.*

Purchase Agreement Expiration Date \_\_\_\_\_ Realtor's name \_\_\_\_\_

## Total Project Costs

### Purchase existing building

Purchase price \$ \_\_\_\_\_  
 Improvement \$ \_\_\_\_\_  
 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 occupied	Lease expiration	Rent amount

## Employee Questionnaire

### Current:

Number of current full-time (FT) employees \_\_\_\_\_  
 Number of current part-time (PT) employees \_\_\_\_\_  
 Average # of hours per week part-time (PT) employees work \_\_\_\_\_

### Job Creation:

Estimated number of new full-time (FT) employees within the next two years as a result of this project \_\_\_\_\_  
 Estimated number of new part-time employees within the next two years as a result of this project \_\_\_\_\_  
 Estimated average # of hours per week new part-time employees (as a result of this project) will work \_\_\_\_\_

### 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 sign the SBA Release Form (Section 5) to allow Dakota Business Finance to contact SBA for additional information.*

Where will your equity injection for this project be provided from? \_\_\_\_\_

**Previous Government Financing**

List all previous debts sponsored by the Federal Government, which may include student loans, home loans, farm loans, SBA loans, etc. for: 1) Operating Company, 2) Eligible Passive Company, and 3) each owner of 20% or greater.

Federal Agency & Loan Number (if known)	Original Date	Original Amount	Current Balance	Status
Agency:  Loan Number:  Borrower:				
Agency:  Loan Number:  Borrower:				
Agency:  Loan Number:  Borrower:				
Agency:  Loan Number:  Borrower:				
Agency:  Loan Number:  Borrower:				
Agency:  Loan Number:  Borrower:				
Agency:  Loan Number:  Borrower:				

# SECTION 3: PERSONAL RESUME / PERSONAL HISTORY FORM

Personal Resume / Personal History Form

To Be Completed by Each Principal / Personal Guarantor

Name \_\_\_\_\_  
*First Middle Maiden Dates Maiden Name Used Last*

Former Names and Dates Used \_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_ Race \_\_\_\_\_ Social Security No. \_\_\_\_\_

U.S. Citizen – if not, please provide alien registration number \_\_\_\_\_

Home address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From (mo./yr.) \_\_\_\_\_ To (mo./yr.) \_\_\_\_\_ Home phone \_\_\_\_\_ Business phone \_\_\_\_\_

Are you employed by the U.S. Government? \_\_\_\_\_ If so, give the name of the agency and position \_\_\_\_\_

Most Recent Prior Address (omit if over 10 years) \_\_\_\_\_

From (mo./yr.) \_\_\_\_\_ To (mo./yr.) \_\_\_\_\_

Spouse's name \_\_\_\_\_  
*First Middle Maiden Dates Maiden Name Used Last*

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_ Race \_\_\_\_\_ Social Security No. \_\_\_\_\_

## Personal information

*Be sure to answer the next three questions correctly because they are important. The fact that you have an arrest or conviction record will not necessarily disqualify you; an incorrect answer will probably cause your application to be turned down.*

Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction? -----  Yes  No

Have you been arrested in the past six months for any criminal offense? -----  Yes  No

For any criminal offense – other than a minor vehicle violation – have you ever: 1) been convicted; 2) plead guilty; 3) plead nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment).-----  Yes  No

*If yes to any of the above, additional details will be required. Dakota Business Finance will contact you for additional information.*

## Military service background

Branch \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Rank at discharge \_\_\_\_\_ Honorable? \_\_\_\_\_

Job description \_\_\_\_\_

(Continued on Next Page)

A formal resume may be submitted in place of this page of the Personal Resume / Personal History Form.

Work experience

Name of company \_\_\_\_\_ % of business owned \_\_\_\_\_

Full address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Title \_\_\_\_\_ Duties \_\_\_\_\_

Name of company \_\_\_\_\_ % of business owned \_\_\_\_\_

Full address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Title \_\_\_\_\_ Duties \_\_\_\_\_

Name of company \_\_\_\_\_ % of business owned \_\_\_\_\_

Full address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Title \_\_\_\_\_ Duties \_\_\_\_\_

Education (College or Technical Training)

Name and Location	Dates Attended	Major	Degree or Certificate
1. _____	_____	_____	_____
Comments _____			
2. _____	_____	_____	_____
Comments _____			
3. _____	_____	_____	_____
Comments _____			
4. _____	_____	_____	_____
Comments _____			



## SECTION 4: BANK RELEASE FORM

DATE: \_\_\_\_\_

Bank Contact: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

I (We), \_\_\_\_\_, hereby authorize the release of all loan information for the \_\_\_\_\_ project located in \_\_\_\_\_, SD and all corresponding information (i.e. financial information, schedules, tax returns, application, credit reports, etc.) I (we) have provided to \_\_\_\_\_ (bank).

Please release all information to:

South Eastern Development Foundation and/or Dakota BUSINESS Finance  
500 N. Western Avenue, Suite 100  
Sioux Falls, SD 57104

Thank you for your assistance. Please feel free to contact me with any questions.

Sincerely,

\_\_\_\_\_

(Name) - Signature

## SECTION 5: SBA RELEASE FORM

DATE: \_\_\_\_\_

Small Business Administration  
2329 North Career Avenue, Ste. 105  
Sioux Falls, SD 57107

I (We), \_\_\_\_\_, hereby authorize the release of loan information related to all previous SBA loans that I (we) have had personally or in the name of any business in which we had an ownership interest at the time that the SBA loan was secured.

I (We) authorize the release of the following information:

1. Loan Date
2. Borrower Name
3. Loan Number
4. Original Amount
5. Current Balance
6. Monthly Payment Amount
7. Status (current, delinquent, previously delinquent, in liquidation, etc).

Please release all information to:

Dakota BUSINESS Finance  
500 N. Western Ave., Suite 100  
Sioux Falls, SD 57104

Thank you for your assistance. Please feel free to contact me with any questions.

Sincerely,

\_\_\_\_\_  
(Name) - Signature

# SECTION 6: BUSINESS DEBT SCHEDULE

Furnish the following information on all installment debts, contracts, notes, and mortgages payable.

Company Name \_\_\_\_\_ Date: \_\_\_\_\_ \*

Creditor Name/address	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Security	Current or delinquent
Total present balance**				Total monthly payment				

\* Should be the same date as current financial statement

\*\* Total must agree with balance shown on current financial statement.

# SECTION 7: CERTIFICATIONS

I/We hereby authorize the release to Dakota BUSINESS Finance of any information they may require at any time for any purpose related to my/our credit transaction with them, including but not limited to credit checks or inquiries concerning my/our creditworthiness, credit standing, credit capacity, character, or general reputation. I/We further authorize Dakota BUSINESS Finance 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 here within or at a later date, is valid and correct to the best of my/our knowledge.

## **IMPORTANT INFORMATION ABOUT IDENTIFICATION PROCEDURES WHEN OBTAINING A 504 LOAN**

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all Certified Development Companies to obtain, verify, and record information that identifies each person who applies for a 504 Loan.

When you apply for a 504 Loan, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

### **CERTIFICATION**

All information contained in the Dakota BUSINESS Finance loan application, dated \_\_\_\_\_, and in schedules or other documentation attached hereto are true and complete to the best knowledge and belief of the applicant. There is no intent to deceive or defraud Dakota BUSINESS Finance or any potential participant in any loans to finance this project. Applicant recognizes that this is an ongoing certification that the information contained herein is accurate and pledges to supplement this application at any time necessary to add, update, or correct information previously supplied.

The Applicant recognizes that DBF may not process any application that is not complete. Incomplete applications will be returned to the applicant for completion.

The Applicant also recognizes that, notwithstanding any assurance, guarantee, communication, or representation made to the contrary, there shall be no commitment of any loan program without specific authorization of the Board of Dakota BUSINESS Finance. Only the DBF Board is authorized to make a commitment to loan funds from or through DBF to an applicant.

DBF does not discriminate on the basis of race, color, religion, national origin, sex, marital status, or age.

Applicant and any signatory below hereby certify that the forgoing and any supplemental information provided is true and complete to the best of Applicant's/signatory's knowledge and belief and signs this document under penalty of perjury.

Applicant also authorizes that, upon Dakota BUSINESS Finance receiving an official authorization from the Small Business Administration approving the loan, Dakota BUSINESS Finance has the authority to release and disclose to the general public information regarding the applicant's identity and relationship with the Dakota BUSINESS Finance, such as: the name of the applicant business(es), address, number of jobs created/retained, location, and photos of the business(es). Applicant agrees and understands that the above information is being provided for publicity and/or program funding reasons only.

Name/Title of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Name/Title of Applicant \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_