



FY2012 SBA 504 LOAN APPLICATION

Your guide to small business commercial real estate and equipment financing

Buy & Refinance



Build



Expand & Renovate



Purchase Capital Equipment



Loan Application Document Checklist

A list of the major items needed by PADD to review your loan application.

- BUSINESS TAX RETURNS: Full copies of the last three tax returns for all existing businesses involved with this loan application.
- BUSINESS YEAR END FINANCIAL STATEMENTS: Copies of the last two year-end business financial statements (P&L plus balance sheets) for all existing businesses involved with this loan application - please sign and date the bottom of the first page of each statement.
- BUSINESS INTERIM FINANCIAL STATEMENT: Copy of an interim business financial statement (dated within 90 days) for all existing businesses involved with this loan - please sign and date the bottom of the first page.
- BUSINESS ACCOUNTS AGING: Copy of an Accounts Payable / Accounts Receivable aging report as at the same date of the business interim financial statement, or complete the summary aging data on page 7.
- PERSONAL TAX RETURNS: Full copies of the last three personal tax returns for everyone owning 20% or more of any of the businesses involved with this loan application - please sign and date the bottom of the first page.
- PERSONAL FINANCIAL STATEMENTS: Every individual owning 20% or more of any of the entities involved with this loan application must complete and provide a personal financial statement (dated within 90 days). Husbands and wives completing a joint personal financial statement must **BOTH** sign the form or alternatively submit separate statements - an SBA-version of a personal financial statement has been included within this booklet.
- PERSONAL HISTORY STATEMENT (SBA FORM 912): This form must be completed by everyone owning 20% or more of any of the businesses involved with this loan application, **as well as** ALL the officers of the operating business (if different) - this mandatory SBA form has been included within this booklet for your guidance.
- COST DOCUMENTS: Copies of ALL available project "Cost Documents" - i.e., real estate contracts, renovation quotes, construction bids, equipment quotes, copies of notes to be refinanced, etc.
- AFFILIATE BUSINESS TAX RETURNS & FINANCIAL STATEMENTS: Copies of financial information on all affiliated businesses - last two tax returns plus an interim financial statement dated within 90 days (as applicable).
- BUSINESS HISTORY: Information on the history of business and the backgrounds of key principals / managers. Please provide a business plan if your business is less than two years old.
- FINANCING PROJECT INFORMATION (including Debt Schedules and Projected Profit & Loss numbers for the next two years): Please complete pages 11 - 14 of this booklet or attach your own projections separately.
- SBA "STATEMENT REQUIRED BY LAW": Please review pages 15 - 18 of this booklet and complete / sign page 18.
- LOAN APPLICATION DISCLOSURE STATEMENT: Please review pages 3 - 9 of this booklet and sign page 9.

OTHER NEEDED ITEMS:

- Copies of a driver's license or other acceptable government-issued form of identification for anyone owning 20% or more of any of the businesses involved with this loan application.
- Copies of organizational documents for any businesses involved with this loan application - i.e., bylaws, articles of incorporation, operating agreements, partnership agreements, etc.
- Information about any previous government or SBA loans, including copies of loan documents (if applicable).
- Copies of any proposed or existing lease documents, including copies of leases with any existing tenants in the building that might be acquired (if applicable).
- Completed IRS Form 4506-T (copy included within this booklet) for every existing business involved with the loan application. This IRS form, required by law, allows Colorado Lending Source to verify that individual business tax returns on file with the IRS match copies of the tax return provided with this loan application.
- (ONLY if applying to refinance eligible debt) Copies of existing notes plus transcripts showing payment history.
- (ONLY if the operating entity is a new business) Cash Flow Projections; month-by-month for two years.
- (ONLY if a franchisee) Copy of a franchise UFOC disclosure document and franchise agreement.
- Copies of any existing environmental reports or appraisals on the property (if applicable).
- Copy of a commitment letter from a partner bank lender indicating the lender's willingness to partner with Colorado Lending Source to provide the business with the requested financing. This partner bank letter should certify or otherwise state that the desired credit is unavailable to the business applicant on reasonable terms and conditions from non-Federal sources without the assistance of the 504 loan program.

PURCHASE AREA DEVELOPMENT DISTRICT - Disclosure Statement -

... Information about the SBA 504 loan program available through PADD

The SBA 504 Loan Program

The US Small Business Administration's (SBA) 504 loan program offers eligible small businesses a way to help finance expansion or refinancing projects using long-term, fixed-rate financing. A 504 loan, offered in partnership with a regular loan from a participating private sector lending institution, is able to provide a business with up to 90% of a project's total financing requirements. The SBA relies on the services of a "certified development company" like PADD to package, close, fund and service 504 loans. PADD provides small businesses with access to the 504 loan program throughout the state of Kentucky.

This Disclosure Statement highlights routinely encountered rules associated with the 504 loan program and is intended for informational purposes only. It is not meant to be a complete listing of all relevant policies / requirements. Please visit PADD web site (www.purchaseadd.org) to view more up-to-date program news.

1. NO REPRESENTATIONS: The funding of a 504 loan is subject to satisfactory compliance with the terms and conditions set forth in a loan commitment document known as the SBA's Authorization for Debenture Guarantee.

By signing this Disclosure Statement, a small business applicant acknowledges that he / she has not relied upon any representation made by PADD and / or its agents, and that PADD and / or its agents have made no representations or promises to the applicant and its agents regarding a formal PADD or SBA approval of a loan or of qualifications to receive a loan through the 504 loan program.

2. OBJECTIVE OF THE 504 LOAN PROGRAM:

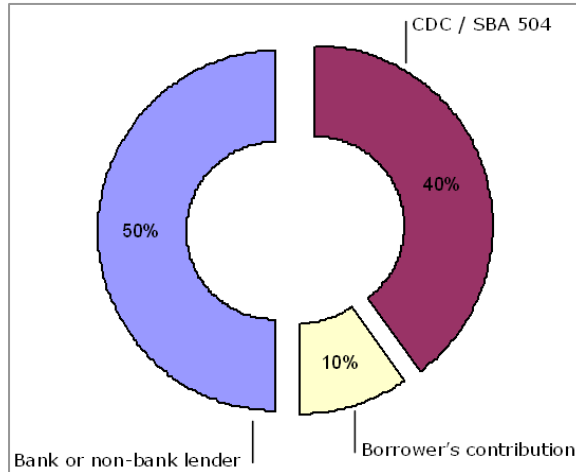
The 504 loan program was created by Congress in 1986 as an economic development financing tool to promote both job creation and wealth creation by encouraging businesses to acquire ownership of commercial real estate and other fixed assets utilized in the day-to-day operation of that small business.

The overall objective of the 504 loan program is twofold.

- First, the program is intended to encourage eligible businesses to invest in real estate or capital equipment primarily used by that business. It does this by offering attractive, long-term, below-market-fixed-rate financing with typically less money down than under a conventional financing scenario. This encourages eligible small businesses to acquire real estate and capital equipment sooner rather than later in order to begin to build wealth and equity for their firms which could be utilized for future expansion financing or even as a retirement / exit strategy for the business principals.
- Secondly and arguably more importantly in the current economy, the 504 program is designed to mitigate private sector risk by providing junior financing behind a conventional commercial loan. On a typical project, a private sector lender will finance 50% of the project cost which makes a 504 loan project a much more appealing project for most lenders because the majority of the risk falls on the 504 loan.

In the event of a default or foreclosure, the only way that the 504 program will recover the money

owed to it will be to pay off the private sector loan that sits in the "senior" position on the fixed assets that have been financed with loan proceeds.



3. HOW DOES THE PROGRAM WORK?:

The 504 loan program is a unique example of a private sector / public sector financing program. A 504 loan is a second deed of trust / second mortgage loan

that sits behind a conventional private sector (but not a seller) loan. Typically, the private sector lender will finance 50% of the project cost and the 504 loan will finance up to 40% of the project cost. The borrower will have at least 10% at risk in the project and end up with two loans and two loan payments as a result of the financing structure.

While 40%, up to a defined dollar amount, is the maximum 504 share of the project, this percentage will be less if the borrower is a start up business or if the property being financed is a special purpose or limited use property:

- If a small business has been in operation for two years or less, it must invest a minimum 15% share of the eligible project costs, reducing the 504 participation to a maximum of 35% of the total project costs.
- If a project involves a special purpose or limited use structure (like a gas station, car wash, hotel, etc.), an eligible small business must invest a minimum 15% share of the eligible projects costs, reducing the 504 participation to a maximum of 35% of the total project costs.
- If the project involves BOTH a start-up business and a special purpose or limited use building, a small business must invest a minimum 20% share of the eligible projects costs, reducing the 504 participation to a maximum of 30% of the total project costs.

4. TWO STAGE PROCESS: There are two distinct stages involved with securing financing under the 504 loan program.

1. An "application" (the basis of this information package) which is used to generate a loan approval, and,
2. A "funding" which occurs once all the collateral conditions that were part of the approval have been met.

The funding of a 504 loan will only occur once a project is complete and all the final costs fully disbursed. This requires a partner private sector lender to provide a short-term bridge or construction loan equivalent to the 504 share of the project while documents are

prepared and submitted to the bond market in New York (the source of 504 proceeds) for the actual 504 loan funding.

5. INTEREST RATES: As the partner certified development company associated with processing, approving and funding a 504 loan, PADD will facilitate the sale of a "debenture" (= a bond) to provide the 504 financing share of an approved project.

Individual requests for financing under the 504 loan program are aggregated each month into a single pool that may contain between 300 and 500 requests from all across the United States. This pool becomes an individual debenture which receives the full faith and backing of the US Government and is then offered to institutional investors. A 504 debenture pool is offered / sold just once a month on the New York market. At the time of sale, a FIXED RATE will be assigned to that debenture pool which stays with all the individual loans that are part of that pool, for the life of the loan or until that loan is paid off.

It is important to remember that the 504 interest rate cannot be set for a borrower until their individual request has been included in a specific debenture offering, which is then subsequently sold and funded. So, unlike the private sector lender loan in the senior position on a 504 project, a borrower won't actually know what their final 504 interest rate will be until the 504 debenture funds.

6. FEES AND COSTS: The 504 loan program is intended to be a taxpayer-neutral program in the sense that minimal and hopefully no taxpayer dollars are used to maintain the program. Borrowers pay fees to secure their 504 loans (in the same way that banks charge borrowers fees)

and these fees ensure that the program remains largely independent of taxpayer subsidization. The majority of the fees associated with the 504 program are defined by statute as part of the federal budgeting process that occurs each year.

Generally speaking, there are two

broad categories of fees associated with securing a 504 loan, and these are separate and independent of any fees a partner bank or other private sector lender might charge for their loan.

Total Project Cost:	\$ 1,000,000.00
Bank's Conventional Loan:	\$ 500,000.00
Net SBA 504 Loan Proceeds:	\$ 400,000.00
Borrower's Contribution:	\$ 100,000.00
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A. SBA 504 Net Loan Amount:	<u>\$ 400,000.00</u>
B. Administrative Costs ("Administrative Costs")	
1. SBA Guarantee Fee (A. x 0.005)	\$ 2,000.00
2. Funding Fee (A. x 0.0025)	\$ 1,000.00
3. CDC Processing Fee (A. x 0.015)	\$ 6,000.00
4. Closing Costs *	
(I) CDC Attorney Closing Fee (not to exceed \$2,500)	\$ -
(II) Other Out of Pocket Closing Costs (excluding legal fees)	\$ -
5. Subtotal (B.1 through B.4)	\$ 9,000.00
6. Debenture Underwriters Fee **	\$ 1,644.00
7. Total Fees (B.5 plus B.6)	<u>\$ 10,644.00</u>
C. Net Debenture Amount (Net SBA Loan + Fees)	\$ 410,644.00
D. Total Debenture Amount ("Gross Debenture Proceeds")	<u><u>\$ 411,000.00</u></u>
E. Balance Returned to Borrower	\$ 356.00

There are one-time 504 loan program fees, usually built into the 504 loan, and there are fees built into the interest rate a borrower pays when a 504 loan funds.

ONE TIME FEES ASSOCIATED WITH ORIGINATING / CLOSING / FUNDING A 504 LOAN

- **Funding Fee: 0.25%**
This fee, paid to the fiscal agent in New York who assembles the monthly 504 debenture pool, is a percentage of the 504 share of the financing and must be financed as part of the 504 debenture.
- **Guaranty Fee: 0.50%**
This fee, paid directly to the SBA, is a percentage of the 504 share of the financing and must be financed as part of the 504 debenture.
- **Processing Fee: 1.50%**
This fee, paid to PADD, is a percentage of the 504 share of the financing and can either be financed as part of the 504 debenture or paid for separately by the borrower, out-of-pocket.
- **Attorney Fee: \$2,500**
This fee is a flat fee charged to reimburse attorney closing costs specific to PADD and can either be financed as part of the 504 debenture or paid separately by the borrower out-of-pocket. In most cases, that amount is not known until closing and is therefore paid separately. A maximum amount of \$2,500 can be rolled into the loan amount, if desired.
- **Closing Fees (Other): Varies with loan size**
Title insurance and miscellaneous recording fees are a function of every commercial real estate transaction. These costs can either be financed as part of the 504 debenture or paid for separately by the borrower, out-of-pocket.
- **Underwriter's Fee: 0.400% (20 year term)**
Underwriter's Fee: 0.375% (10 year term)
This fee, paid to the underwriting firm in New York who markets and sells the monthly 504 debenture, is a percentage of the actual 504 loan (not the 504 share of the financing) and must be financed as part of the 504 debenture.
- **Balance to Borrower: Varies with loan size**
This will actually be a reimbursement to the borrower of an amount between \$1 and \$999.

When a 504 loan funds, the percentage of the 504 share of the financing plus all the above fees, is the amount that will actually be financed. Whatever this adds to will be rounded up to the next even thousand dollars because the bond market will only work with loan amounts in even thousand dollar amounts. The difference between this rounded number and the actual number will be reimbursed to the borrower by check soon after the debenture funds in New York.

- **Bank Participation Fee: 0.50%**
This fee, paid to and collected by the partner private sector lender, is a percentage of that lender's share of the financing project. This fee is collected in addition to any other origination fees or points charged by that lender to the borrower. The small business will be responsible for paying this fee and any other origination fees a partner lender charges on its permanent first deed of trust position loan outside the 504 loan project. Bank participation fees and bank origination fees associated with the permanent senior loan may not be included in the total project cost calculation for determining relative financing shares under a 504 project.

FEES INCLUDED IN THE 504 LOAN PROGRAM EFFECTIVE INTEREST RATE

The interest rate a borrower pays under the 504 loan program is a function of the underlying cost of the debenture sold to fund that individual 504 loan (= "debenture note rate") plus three additional fees that ensure the 504 program remains relatively taxpayer-neutral.

The effective 504 interest rate will vary each month in response to market pressures. The rate appearing on our web site is always the most recent rate INCLUSIVE of the following three fees.

- **Servicing Agent Fee = 0.100%**
This fee is paid to the servicing agent in New York who collects the loan payment from the borrower and remits it, en masse, to the institutional investor who purchased a specific debenture.
- **SBA Guaranty Fee = 0.9375%**
This fee is paid to the SBA on all 504 loans approved during the 2012 federal fiscal year. This fee may vary each year as a result of the annual budget process and is set to ensure that the 504 loan program remains relatively taxpayer neutral.

- CDC Servicing Fee = 1.000%
This fee is paid to PADD from loan payment proceeds after the SBA first withholds 0.125%. The remaining balance, 0.875%, compensates PADD for servicing actions associated with managing the loan on behalf of and in conjunction with the SBA. Statute allows a CDC servicing fee to up to 2.000%, but PADD will only ever charge 1.000%.

7. NON-REFUNDABLE APPLICATION / ORIGATION FEE:

- CDC Application / Origination Fee = 1.5%
This fee is paid to the CDC for packaging your loan and preparing an extensive application for the SBA to review. The fee is paid by check to the PADD before the application is sent to SBA. This fee is non-refundable.

8. PREPAYMENTS OF 504 LOANS: Just as a 504 loan can only fund once a month, so too a borrower may only pay-off a 504 loan once a month, typically on the third Thursday of that month. This is a function of the particular bond instrument sold to finance 504 loans. Because of these timing issues, a borrower is encouraged to plan ahead and contact PADD at least 30+ days in advance of an anticipated pay-off date.

Another unique characteristic of the 504 bond is the early call or prepayment penalty that is attached to the 504 loan for half the life of that 504 loan. Borrowers accessing the program get a significantly lower interest rate if the debenture that is sold to raise the funds for their loan has a prepayment penalty.

As a result, borrowers looking to "fix-and-flip" or who anticipate paying off a 504 loan off within two years of funding may not find it an economically viable loan to consider. The premium associated with the early payment of a 504 loan is a function of two things: the debenture note rate (the underlying cost of funds associated with a 504 loan), and, the length of time since the loan was funded.

For purposes of illustration, the following prepayment premiums are associated with 504 loans that funded in October 2011. A unique prepayment schedule is provided to every borrower soon after their loan funds. This illustration assumes a 20 year 504 loan.

Prepayment Premium based on debenture not rate of 3.7200%	
Year 1	(100% x 3.7200) x outstanding principal on 504 loan)
Year 2	(90% x 3.7200) x outstanding principal on 504 loan)
Year 3	(80% x 3.7200) x outstanding principal on 504 loan)
Year 4	(70% x 3.7200) x outstanding principal on 504 loan)
Year 5	(60% x 3.7200) x outstanding principal on 504 loan)
Year 6	(50% x 3.7200) x outstanding principal on 504 loan)
Year 7	(40% x 3.7200) x outstanding principal on 504 loan)
Year 8	(30% x 3.7200) x outstanding principal on 504 loan)
Year 9	(20% x 3.7200) x outstanding principal on 504 loan)
Year 10	(10% x 3.7200) x outstanding principal on 504 loan)

There is no prepayment premium after year 10. Partial or additional payments may not be made under the 504 loan program (because the investors in the bond have no way of tracking or accounting for extra payments).

9. ELIGIBLE PROJECT COSTS: For the purposes of identifying and calculating the "total project cost" for a 504-eligible project, expenditures on the following are considered ELIGIBLE COSTS under the 504 loan program:

- Purchase of land and building(s);
- Building improvements and construction costs, including FF&E costs if these items are necessary and integral to operation of the business, and a minor part of the overall project;
- Related project expenditures, e.g. appraisal, engineering, architectural and / or any environmental reporting costs;
- Construction interest and any associated interim loan fees;
- Purchase of eligible machinery and equipment with a useful life of ten or more years;
- A "limited amount" of refinancing where this is defined by the amount of the new expansion project. As a general rule, for every \$2 in new eligible costs, the 504 loan program may refinance \$1 of existing eligible costs IF the financing will provide a "substantial benefit" to the borrower AND IF the borrower has been current on all payments for at least 12 months previous AND IF the refinancing will provide better terms or rates; and, new in 2011,
- Refinancing of a conventional loan two or more years old that has been current for the last 12 months, on real estate or fixed assets that would otherwise have been originally eligible for financing under the 504 loan program.

10. SPECIAL PROVISIONS FOR REFINANCING:

The ability of the 504 loan program to refinance or restructure existing debt, is a relatively new one. As noted above, there are two types of refinancing 504 loan programs available: one that allows a limited amount of refinancing in conjunction with a business expansion (a permanent addition to the 504 loan program); and, a program that allows for the standalone refinancing of existing conventional loans (a temporary addition to the 504 loan program).

For both programs, the SBA defines the eligible debt that can be refinanced as debt (one or more existing loans) where "substantially all" (= 85% or more) of the original proceeds of the indebtedness were used to acquire / improve / construct a building or purchase equipment (things that would have originally been eligible under the 504 loan program) and the remaining amount of the debt (= 15% or less) was incurred for the benefit of the small business seeking the financing. For both programs, the debt to be refinanced must have been current for the previous 12 months.

For the **expansion refinancing 504 program**, any amount of existing indebtedness that does not exceed 50% of the cost of the expansion, may be refinanced as long as a "substantial benefit" (= an improvement in cash flow of 10% or more) is evident. The expansion refinancing 504 program may be used to refinance existing 504 loans or existing SBA 7(a) loans under these guidelines, in certain circumstances.

For the **temporary standalone refinancing 504 program**, any conventional loan can be refinanced as long as the loan has been in place for at least two years prior to the date of application.

It is possible, when refinancing a conventional loan under the **temporary standalone refinancing 504 program**, for the business to secure additional funds over and above the amount of indebtedness, providing that these funds are or will be used for eligible business expenses such as salaries, rent, utilities, inventory or other obligations incurred but not paid prior to the date of application, or that will become due within eighteen months after the date of the loan application. Please note that the SBA will not consider improvements to an existing building eligible under this program but they will consider "maintenance" to the building (for example, a new roof or resurfaced parking lot) as eligible business expenses.

The structure of the **temporary standalone refinancing 504 program** allows the private sector lender to finance any share of the existing indebtedness plus eligible business expenses as long as the new private sector loan is no less than the 504 loan, and that the 504 loan is not more than 40% of the appraised value of the fixed asset(s) being refinanced.

The combination of the total private sector loan plus the 504 loan may not exceed 90% of the appraised value of the fixed asset(s) being refinanced. Existing SBA or USDA loans may NOT be refinanced under the **temporary standalone refinancing 504 program**.

11. MAXIMUM / MINIMUM LOAN AMOUNTS:

The maximum share of a total project that can be financed under the SBA 504 loan program is limited to **40%** of the total eligible project costs, up to a maximum dollar gross debenture amount (which equals the share of the project plus all associated fees built into the bond when it is sold on the market). This maximum dollar gross debenture amount is as follows:

Regular 504 loans, Standalone Refinancing 504 loans, Regular Refinancing + Expansion 504 loans	\$5,000,000
Projects involving Small Manufacturers (defined as a business with its primary NAICS Code in Sectors 31, 32, and 33, and all of its production facilities located within the United States).	\$5,500,000
Projects that reduce the Borrower's energy consumption by at least 10%.	\$5,500,000
Projects that increase the use of sustainable designs, including designs that reduce the use of greenhouse gas emitting fossil fuels or low-impact design to produce buildings that reduce the use of non-renewable resources and minimize environmental impact.	\$5,000,000
Projects involving plant, equipment and process upgrades of renewable energy sources such as the small-scale production of energy for individual buildings or communities' consumption, commonly known as micro power or renewable fuel producers including solar, wind, geothermal, biodiesel and ethanol producers.	\$5,500,000

The minimum dollar gross debenture 504 amount available is \$25,000.

In situations where a business applicant chooses to contribute more than the minimum 10% required for a multi-purpose / existing business expansion project, the additional contribution may reduce the partner private sector lender share, the 504 share or both providing that the 504 share of the financing project is NEVER a larger percentage of the total project than the partner private sector lender's share of the financing.

12. LOAN TERMS: 504 financing is provided through the sale of a monthly 20-year debenture. A bimonthly 10-year debenture is also available. Expansion projects *only* involving the purchase of machinery / equipment with a useful life of 10+ years, are financed with a 10-year debenture. Real estate projects may be financed using a 20 (typical) or 10-year debentures.

13. LEASING EXCESS SPACE POLICY: If an expansion project involves the acquisition of an existing building, a small business applicant(s) must occupy at least 51% of the total building space. 504 loan program proceeds may not be utilized to tenant-finish any portion of the building not being immediately occupied by that small business.

On an expansion project involving new construction, the small business applicant(s) must initially occupy 60% of the total building space, intend to occupy additional space within three years, and, reasonably expect to occupy at least 80% of the total building space within ten years.

No more than 20% of the total building space may be permanently leased out. As for an existing building project, 504 loan proceeds may not be utilized to tenant-finish any portion of the building not being initially occupied by the small business applicant(s).

14. ECONOMIC DEVELOPMENT OBJECTIVES: The overall objective of the 504 program is to assist small businesses to create wealth for themselves and their communities.

As indicators of this, PADD will consider how many "job opportunities" might reasonably be created or retained by a small business within two years of receiving 504 funds and / or whether a proposed project meets either a SBA Community Development or Public Policy Objective.

As a general guideline, CLS must demonstrate that as a result of a 504 loan, it is helping a small business to create or retain at least 1 job for every \$65,000 of project debenture financing (or per \$100,000 for Small Manufacturers).

SBA Community Development objectives include: improving, diversifying or stabilizing a local economy; stimulating other business development; bringing new income into an area; or, assisting businesses in labor surplus areas.

SBA Public Policy objectives include assisting businesses primarily owned by veterans, women, minorities, exporters, or, businesses located in rural communities or designated economic enterprise zones.

15. REAL ESTATE OWNERSHIP: An "Eligible Passive Concern" or EPC (a passive, single purpose real estate holding entity) and certain types of trusts are permitted to hold title to real estate and lease a project facility to an eligible small business Operating Company.

A copy of a **master lease** between the EPC and the eligible small business Operating Company will be required as part of documents collected prior to the disbursement of 504 loan proceeds. In these situations, although the borrower is a passive real estate holding company, the 504 loan is being made on the demonstrated strength of the active Operating Company, which must be either a co-borrower or guarantor on the loan.

If the building contains third party tenants other than the Operating Company, these third party tenants must sub lease their space(s) from the active Operating Company and not from the EPC.

16. "DO-IT-YOURSELF" CONSTRUCTION: Situations where the borrower is also the project contractor have generally proved to be an unsatisfactory arrangement on loans. However, "do-it-yourself" construction and / or the installation of machinery and equipment, or situations where the borrower acts as its own contractor, may be permitted as long as it is possible to justify and document the following:

- The borrower / contractor is experienced in the type of construction and has all appropriate licenses;
- The cost is the same as, or less than, what an unaffiliated contractor would charge as evidenced by two (2) independent bids on the work; and
- The borrower / contractor will not earn a profit on the construction.

17. SIZE ELIGIBILITY REQUIREMENTS: A small business applicant, together with its affiliates (*an affiliation occurs when one concern controls or has the power to control the other*), generally may not have a tangible net worth in excess of \$15 million, and, may not have an average net income after taxes in excess of \$5.0 million (two year average). Some exceptions are allowed to this general rule.

18. "EXCESS" PERSONAL LIQUIDITY TEST: If the individuals holding a 20% or more ownership interest in a business applicant(s), individually have "excessive" personal liquid assets, they may be asked to inject some of these liquid assets into a project before being eligible to participate in the 504 program.

As a general rule, on, for example, a \$1,000,000 financing project, if any 20%+ owner individually has more than \$1,000,000 in available cash plus publicly traded shares or bonds (i.e. securities easily converted to cash), they will be asked to inject the excess amount into the project and reduce the 504 loan portion accordingly.

19. PERSONAL / CORPORATE GUARANTEES: Personal guarantees are required from EVERY person or entity owning 20% or more of an eligible small business applicant(s) or any EPC owning any of the project real estate, machinery or equipment.

A personal guarantor is required on EVERY 504 loan, even if no one owns more than 20%.

20. LIFE INSURANCE: If the on-going viability of a business is dependent on an individual owner or employee(s), the SBA may require, as a condition of approval, an acknowledged collateral assignment of key-person life insurance on the owner(s) of the business applicant(s) to the extent of the 504 loan amount.

21. 504 LOANS MAY BE ASSUMED: All 504 loans are fully assumable. Applicants will still need to be qualified and the SBA assesses a 1.0% fee on the outstanding indebtedness for all assumption actions.

22. PRIOR BANKRUPTCIES: Full disclosure of prior bankruptcies is required. PADD reserves the right to withhold approval of applications where a business or its principals have taken prior bankruptcy protection from creditors.

23. PRIOR CRIMINAL OFFENSES / ARRESTS: A prior criminal arrest or conviction will not necessarily disqualify an individual from receiving financing under the 504 loan program. However, full disclosure is required.

If any individual positively answers questions 7, 8 or 9 on the included SBA Statement of Personal History form, that individual will be required to submit an affidavit explaining the specific details and the reason for the positive answer(s) along with a statement that "*no occurrences have since taken place.*"

Copies of all relevant court documentation relating to the event(s) will also need to be provided.

In certain circumstances, particularly where two or more misdemeanor offences have been recorded within the last ten years, or where any past felony convictions are present, an SBA fingerprint card will also need to be completed and submitted.

The SBA's Statement of Personal History form MUST be completed by all proprietors, general partners, officers, directors, managing members of any LLC, owners of 20% or more equity in any applicant businesses AND any person / key employee hired by the applicant business to manage day-to-day operations. The determination of who is or isn't a key employee is made on a case-by-case basis but generally:

- Someone managing a shift in a retail store is usually not considered a key employee;
- A chef in a restaurant is usually not considered a key employee;
- Someone who performs maintenance on the fixtures of a business is usually not considered a key employee;
- Someone who manages a business for a short period of time in an owner's absence is usually not considered a key employee;
- The senior mechanic at a repair shop is usually not considered a key employee.

This list is not meant to be comprehensive.

24. LEGAL PERMANENT RESIDENTS: 504 loans are available to businesses owned by persons who are not citizens of the United States; however, the processing procedures, terms and conditions may vary, depending upon the residency status assigned by the US Citizen and Immigration Service division of Homeland Security.

Because fraudulent immigration documents are a serious problem, the status of each Legal Permanent Resident must be verified by PADD as part of the loan application process. Accordingly, applicants seeking 504 financing who are not citizens of the United States must provide: (a) a legible copy of DOCUMENTATION (front and back) evidencing resident status, and, (b) a PERMISSION LETTER, signed and dated, which includes the statement "*I authorize the US Citizen and Immigration Service to release information regarding my immigration status to PADD.*"

25. ILLEGAL ALIENS: 504 loans are not available to businesses that willfully and knowingly hire illegal aliens.

26. CHILD SUPPORT COMPLIANCE: No principal who owns at least 50% of the ownership or voting interest in a company applying for financing under the 504 program, may be delinquent more than 60 days under the terms of any (1) administrative order, (2) court order, or (3) repayment agreement that requires payment of child support. A certification of compliance will be required before any funds will be disbursed under the 504 loan program.

27. ENVIRONMENTAL REPORT: Prior to the final disbursement of funds, evidence must be provided that a project property is free and clear of environmental hazards.

Either a Records Search Risk Assessment report plus an environmental questionnaire completed by the seller, a Transactional Screening Analysis (TSA), a Phase I or a Phase II report may be required. Any TSA, Phase I or Phase II reports must be accompanied by a reliance certification provided by the environmental company using a standardized SBA form.

All reports should name the U.S. Small Business Administration / Purchase Area Development District, Inc., in addition to the bank lender.

28. APPRAISAL: An appraisal will be required on all projects involving the purchase, improvement or construction of real estate. All appraisals must be ordered by the participating partner lender, performed by a state-certified appraiser and must name the U.S. Small Business Administration / Purchase Area Development District, Inc., in addition to the bank lender.

29. FLOOD / EARTHQUAKE HAZARDS: Flood insurance must be purchased if any building or equipment acquired, installed, improved or constructed with loan proceeds is located in a special flood hazard area. Newly constructed facilities must be constructed to conform with the National Earthquake Hazards Reduction Program.

30. APPROVAL PROCESS: Once all documents have been submitted to PADD, the application approval process may take from two to four weeks to generate a formal approval.

31. INTERIM / CONSTRUCTION FINANCING: Due to the nature of 504 loans, interim or construction financing is typically required and provided by a private sector lender to cover the period of time between the approval of a financing application and the sale of a debenture in New York to fund the 504 share of the financing project.

32. TIMING ON FUNDING OF 504 DEBENTURES: Once all the necessary SBA loan documents have been executed, there is a minimum six week period until a SBA loan is actually funded. 504 debentures are only sold once each month (*usually on the Wednesday after the second Sunday*). Funds received from this sale are wire-transferred directly to the participating partner lending institution on the same day the debenture funds.

33. METHOD OF 504 LOAN PAYMENTS: Monthly loan payments on the 504 portion of a financing project must be made by an automatic electronic transfer (= *ACH debit*) from a bank account designated by the small business borrower. Payments are due on the first working day of each month, beginning the month immediately following the actual sale of a debenture.

General Considerations

34. EQUAL CREDIT OPPORTUNITY: PADD is an equal credit opportunity lender and does not discriminate on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract), handicap, because all or part of the applicant's income derives from any public assistance program, or, because the applicant has in good faith exercised any right under the Consumer Credit Protection Act.

35. IDENTIFICATION PROCEDURES: To help the government fight the funding of terrorism and money laundering activities, federal law requires PADD to obtain, verify and record information that identifies each person who applies for a loan.

This means we will ask for a name, address, date of birth and other information. We will also ask for a copy of a driver's license or other identifying document.

36. NO ADDITIONAL PROVISIONS: An applicant(s) will indemnify and hold PADD and / or its agents harmless from any and all loss or injury, including reasonable attorney fees, resulting or arising from failure by the applicant to receive such loan and / or any loss or liability to applicants or the business of the applicant.

All parties agree that there are no other promises, terms or agreements (oral or written) between PADD and that program rules and fees are subject to change at any time.

37. FINANCIAL PRIVACY: PADD commits to protecting any and all personal information provided in conjunction with a loan application, and also commits to collect and disclose this information only as allowed by law.

PADD is required to secure a credit bureau report on all applicants applying for assistance under PADD-administered loan programs, and a signature below acknowledges this requirement PADD is dedicated to security procedures designed to protect all personal information. PADD maintains physical, electronic and procedural safeguards that exceed federal standards to guard personal information.

PADD does not sell, trade or barter personal information to anyone.

The undersigned acknowledges that he / she understands the provisions described within this Disclosure Statement as they apply to an application for consideration under the 504 loan program accessed through PADD.

Company: _____
Signed: _____
Name: _____
Date: _____

Company: _____
Signed: _____
Name: _____
Date: _____

Company: _____
Signed: _____
Name: _____
Date: _____

Company: _____
Signed: _____
Name: _____
Date: _____

There are Three Different Types of 504 Loans available

	"Regular" 504 Loan	Refinance 504 Loan with an Expansion	Refinance Standalone 504 Loan (no expansion)
Program Expiration Date	N/A	N/A	<i>September 27th 2012 (this is a temporary program)</i>
Eligible Use of Proceeds	Can be used to finance the purchase, improvement, expansion or construction of (primarily) owner-occupied commercial real estate AND/OR the purchase/installation of equipment (but no vehicles, trucks or other rolling stock)	Can be used to finance the purchase, improvement, expansion or construction of (primarily) owner-occupied commercial real estate AND/OR the purchase / installation of equipment (no rolling stock) IN CONJUNCTION WITH refinancing any existing Qualified Debt the business has on eligible fixed assets. For every \$2 in expansion costs, up to \$1 in existing debt may be refinanced.	Can be used to refinance 100% of any existing Qualified Debt the business has on eligible fixed assets, and provide additional financing (= cash out) for eligible business expenses, up to 90% loan to value on the eligible fixed asset or assets being refinanced.
Loan Structure	<p>The 504 loan program is a public sector / private sector partnership.</p> <ul style="list-style-type: none"> • A private sector lender will provide a senior loan (typically for 50% of the project cost) • A public sector lender (like Colorado Lending Source) will provide a junior loan for up to 40% of the project cost. • A business will have a minimum of 10% invested/at risk. <p><i>If the project involves a "start-up" business or involves a special purpose property (like a hotel), the small business will need to have additional funds at risk and the 504 share will decrease.</i></p>	<p>The 504 loan program is a public sector / private sector partnership.</p> <ul style="list-style-type: none"> • A private sector lender will provide a senior loan (typically for 50% of the project cost) • A public sector lender (like Colorado Lending Source) will provide a junior loan for up to 40% of the project cost. • A business will have a minimum of 10% invested/at risk. <p><i>If the project involves a "start-up" business or involves a special purpose property (like a hotel), the small business will need to have additional funds at risk and the 504 share will decrease.</i></p>	<p>The 504 loan program is a public sector / private sector partnership.</p> <ul style="list-style-type: none"> • A private sector lender will provide a senior loan (typically for 50% of the project cost) • A public sector lender (like Colorado Lending Source) will provide a junior loan for up to 40% of the project cost. • A business will have a minimum of 10% invested/at risk. <p><i>There are no increased small business equity requirements for special purpose properties (like hotels). "Start-up" businesses may not apply for this loan program.</i></p>
Maximum Loan Amounts	Maximum 504 share is 40% of the total project cost, up to \$5,000,000 (or \$5,500,000 if the business applicant is a qualified manufacturer or satisfies one of two SBA "Green" goals). There is no limit or maximum loan that the partner private sector makes on the senior position loan.		
Minimum Loan Amount	The minimum 504 loan is \$25,000.		

	"Regular" 504 Loan	Refinance 504 Loan with an Expansion	Refinance Standalone 504 Loan (no expansion)
Loan Term(s)	The 504 loan can be either a fully amortizing 20 year loan or fully amortizing 10 year loan. The 10 year loan is typically used for capital equipment purchases but can also be used for real estate. The private sector loan must have a minimum 10 year term if the 504 loan is 20 years or a minimum 7 year term if the 504 loan is 10 years.		
SBA Fees (one-time at funding)	0.5% on the private sector lender's permanent senior position loan + 2.65% on the 504 share of the financing + \$2,000 attorney fee. The fees on the 504 share of the financing project can be financed as part of the 504 loan.		
SBA Fees (included in the interest rate a business borrower pays for their 504 loan)	<p>The source of funds for a 504 loan is the monthly sale of a government backed bond on the capital market in New York. A business borrower will pay this "cost-of -funds" in addition to three fees computed to ensure the program is (mostly) self-sufficient.</p> <p>These three fees include a servicing agent fee (= 0.100%), a development company servicing fee (= 0.625%, in the case of Colorado Lending Source) and an SBA fee (= 0.9375% in FY 2012). Each month, the interest rate published on the Colorado Lending Source web site for the monthly bond sale is inclusive of all three fees.</p>	<p>The three fees incorporated into the borrower's interest rate for the refinance standalone 504 program include a servicing agent fee (= 0.100%), a development company servicing fee (= 0.625%, in the case of Colorado Lending Source) and an SBA fee (= 1.103% for FY 2012). <i>There is a slightly higher interest rate under this program.</i></p>	
For the 504 refinancing programs, what does the SBA consider "Qualified Debt"?	N/A	The SBA defines Qualified Debt as where "substantially" (= 85% or more) of the existing debt to be refinanced was used to acquire an eligible fixed asset (building or capital equipment) and the remaining amount (15% or less) was incurred for the benefit of the small business. The applicant must have been in business for at least two years and the debt to be refinanced must have been current for the past 12 months.	
Refinancing Limitations	No refinancing component possible other than for eligible expenses incurred within the 9 month period immediately prior to date of application.	Can be used to refinance any debt that would have been "substantially" eligible for the 504 loan program INCLUDING 504 and SBA 7(a) loans, as long as the small business borrower's cash flow will improve by 10% or more as result of refinancing that debt.	Can be used to refinance any debt that would have been "substantially" eligible for the 504 loan program but funds MAY NOT be used to refinance existing SBA or USDA loans. There is NO cash flow improvement test for this loan program.
Prepayment Penalty	There is a prepayment penalty for half the life of the 504 loan.		
504 Interest Rate	The 504 interest rate is a fixed interest rate for the life of the 504 loan, set by the market each month.		

A Comparison between SBA 504 Loan Programs, SBA 7(a) Loan Program & Conventional Commercial Real Estate Loans

	SBA 504 Loan	SBA 7(a) Real Estate Loan	Conventional Commercial Real Estate Loan
Available Financing	Up to 90% of the project cost, based on real estate purchase, renovations, construction, equipment, fixtures, soft costs and closing costs.	Up to 90% of either the purchase price or appraised value, whichever is lower.	Commonly 75% to 80% of either the purchase price or appraised value, whichever is lower.
Required Equity Contribution	A minimum of 10% of the project cost.	A minimum of 10% of the project value.	A minimum of 20% - 25% of the project value.
Amortization	The partner private sector lender will have a 20 (typical) or 25 year amortization. A 504 loan can be either a fully amortizing 20 year (typical) or 10 year loan.	A 7(a) loan can have up-to a 25 year term.	A conventional loan can have up-to a 25 year term, but more typically will be a ten year or shorter term with a 20 year amortization.
Interest Rates	The partner private sector lender will set a market rate for the 50% or so of the project cost they finance. This rate will typically adjust over a defined period. The below-market interest rate for the 504 loan will be set by the market when a bond is sold in New York each month.	A 7(a) loan will typically offer a variable rate structure that can adjust as frequently as monthly although will be more usually fixed for an initial 3 or 5 year period at a rate no greater than Prime + 2.75%.	A conventional loan will typically offer a variable rate structure, initially usually fixed for a 3 or 5 year period before re-setting or adjusting, as negotiated between the borrower and the lender.
Fees	The partner private sector lender will typically have a 1.0% (more or less) origination fee. In addition, there will be a 0.5% SBA-imposed program fee. The fees on the 504 loan are approximately 2.16% of the 504's share of the project financing, plus an attorney fee. The fees specifically attached to the 504 loan can be financed as part of the 504 loan.	Guaranty fees associated with the 7(a) loan program are as follows: <ul style="list-style-type: none"> • For loans of \$150,000 or less, the fee is 2.0% • For loans of \$150,000 to \$700,000, the fee is 3.0% • For loans greater than \$700,000, the fee is 3.5% • For loans greater than \$1,000,000, an additional fee of 0.25% will be charged on that portion greater than \$1,000,000. 	A conventional loan will typically have a 1.0% (more or less) origination fee.
Maximum Loan	There is no limit on the partner private sector lender loan. The 504 loan may not exceed 40% of the project cost, up to \$5,000,000 or \$5,500,000, whichever is lower.	The maximum 7(a) loan is \$5,000,000.	The maximum conventional loan will be set by private sector lender policies.
Prepayment Penalties	The private sector lender may or may not have a prepayment penalty (typically not). The 504 loan has a prepayment penalty for half the life of the loan.	Prepayment penalties only apply if the 7(a) loan has a maturity of 15 or more years, and the borrower prepays more than 25% of the balance within the first three years.	A conventional loan may or may not have a prepayment penalty, as negotiated between the borrower and the lender.
Unlimited Personal Guaranties	Will be required from everyone owning 20% or more of any of the entities involved with the loan application.	Will be required from everyone owning 20% or more of any of the entities involved with the loan application.	Will typically be required from everyone owning 20% or more of any of the entities involved with the loan application.

PART A – Borrower / Small Business Information

I.	Certified Development Company / Intermediary Purchase Area Development District	Date Of Application		
	Contact Person Marta Elliott	Telephone Number (270) 247-6170		
II.	Borrowers Name		TAX / Employer ID #:	
	Name of Small Business Concern (SBC) if other than Borrower		US Citizen: Please fill out + sign USCIS Verification Form if the answer is "No"! <input type="checkbox"/> Yes <input type="checkbox"/> No	
	SBC's Address		Telephone Number	FAX Number
	City	County	State/ZIP Code	City County State/ZIP Code
	Applicants E-Mail-Address:		Applicants Website:	
III.	<input type="checkbox"/> S Corporation, Years Chartered: <input type="checkbox"/> C Corporation, Years Chartered: <input type="checkbox"/> Partnership, # of Partners: <input type="checkbox"/> Proprietorship <input type="checkbox"/> LLC <input type="checkbox"/> Trust		Business: <input type="checkbox"/> New <input type="checkbox"/> Existing	Ownership of Company (51% or more): Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No Woman: <input type="checkbox"/> Yes <input type="checkbox"/> No Minority: <input type="checkbox"/> Yes <input type="checkbox"/> No
			NAICS Code:	Location: <input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Metro
Data Universal Numbering System (DUNS) There is no charge to obtain a DUNS number. Please call 1-866-705-5711 or go to the following address to obtain your number: www.dunandbradstreet.com/US/duns_update/index.html				
	DUNS Number:	Please check <input type="checkbox"/> here if you want the PADD to obtain that number for you!		
	Is the project located in a community revitalization or redevelopment area? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	Is the project located in an area affected by federal budget cutbacks? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	Will the proceeds be used for plant re-tooling or modernization of manufacturing facilities? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Franchise Operation: <input type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", please provide documentation.)	Do you export: <input type="checkbox"/> Yes <input type="checkbox"/> No (If more than 10% of gross revenue.)	Previous Government Funding: <input type="checkbox"/> Yes <input type="checkbox"/> No (If "Yes", please provide documentation.)	
	Nature of Business (attach copy of business plan or copies of any brochures, etc., as applicable)			
IV.	ELIGIBLE PASSIVE COMPANY (EPC) (If "YES", please answer the following questions.)		<input type="checkbox"/> Yes	
	Will the real estate, machinery and/or equipment that is subject of this loan application be owned by an individual or company other than the business identified above, part A.II?		<input type="checkbox"/> No	
	EPC Name (Person or Company)			TAX / Employer ID #:
	EPC Address			
	Name of Principal in charge of EPC		EPC Phone Number	EPC FAX Number
	City	County	State/ZIP Code	



V. Management
 (Proprietors, partners, officers, directors, all holders of outstanding stocks ... 100% of ownership must be shown)
 Please complete the information below for the ACTIVE business involved with this loan application. Make extra copies of this page if there are two or more ACTIVE small businesses involved.

Full Legal Name	SSN	Title	Address	% of Ownership	Veteran
				%	<input type="checkbox"/> Yes <input type="checkbox"/> No
				%	<input type="checkbox"/> Yes <input type="checkbox"/> No
				%	<input type="checkbox"/> Yes <input type="checkbox"/> No
				%	<input type="checkbox"/> Yes <input type="checkbox"/> No
				%	<input type="checkbox"/> Yes <input type="checkbox"/> No
				%	<input type="checkbox"/> Yes <input type="checkbox"/> No

VI. Other Business Affiliations (List any other business affiliation owned or partially owned by the individuals listed in the ownership section of this application and any other business concern owned by the applicant company)

Name of Owner	Business Name	Nature of Business	% of Ownership
			%
			%
			%
			%
			%
			%

VII. Declarations of principal owners, officers, directors
 Please answer the following questions as they may apply to the applicant company, each officer, each director, and each owner of the applicant company. For each "Yes" answer, attach a separate signed exhibit providing a detailed explanation from the source.

1. Are any involved in any claim or lawsuit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are any federal, state, or local taxes delinquent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have any ever been involved in bankruptcy or insolvency proceedings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you anticipate filing bankruptcy in the near future?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Do you have any outstanding judgments?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Have any ever had property foreclosed upon or given title or deed in lieu of foreclosure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Have any ever requested government funding / financing before? If yes, what agency? _____ Was it funded? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Are any delinquent for child support payments?	<input type="checkbox"/> Yes <input type="checkbox"/> No

VIII. Aging Summary (attached as separate sheet)

- Accounts Receivable (A/R) and Accounts Payable (A/P) -

Accounts Receivable and Accounts Payable must match interim balance sheet! **If you have your own version of an aging summary, please submit in lieu of this version. If you prefer an Excel Spreadsheet instead of this printout version, please contact us.**



Aging	Accounts Receivable	Accounts Payable
Under 30 Days	\$	\$
30 – 59 Days	\$	\$
60 – 89 Days	\$	\$
90 - 119 Days	\$	\$
120 Days & Over	\$	\$
Uncollectible	\$	\$
Total:	\$	\$

Accounts Receivable Detail:

Please list any customer concentration that are greater than or equal to 10.00% of total Accounts Receivable:

Name	Percentage	Any Issues (Collection, etc.)?
	%	
	%	
	%	
	%	
	%	

Please list any customers with Accounts Receivable over 90 days and indicate whether account is collectable:

Name	Amount	Collectable	Extended Terms / Notes
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Accounts Payable Detail:

Please list Accounts Payable over 90 days and indicate whether you have extended terms and list items:

Name	Amount	Extended	Terms / Notes
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Date

Signature

IX.

Projected Profit & Loss Statement (attached as separate sheet)

(Attach narrative explaining basis for figures showing receipts, expenses, and profits.)

If not separately provided, please include projected income and expenses for your main operating business for the next two full years.



#		Item	Year 1:	Year 2:
1	REVENUE	Gross Receipts A	\$	\$
2		Gross Receipts B	\$	\$
3		Gross Receipts C	\$	\$
4		Cost of Goods Sold (COGS)	\$	\$
5		GROSS PROFIT	\$	\$
6	EXPENSES	Officer's Salaries (if corporation)	\$	\$
7		Employee Wages	\$	\$
8		Payroll Taxes	\$	\$
9		Other Employee Benefits	\$	\$
10		Accounting and Legal Fees	\$	\$
11		Advertising	\$	\$
12		Rent	\$	\$
13		Depreciation	\$	\$
14		Supplies	\$	\$
15		Utilities	\$	\$
16		Telephone	\$	\$
17		Interest	\$	\$
18		Repairs	\$	\$
19		Property Taxes & Insurance	\$	\$
20		Bad Debts	\$	\$
21		Other:	\$	\$
22		Other:	\$	\$
23		Other:	\$	\$
24		Other:	\$	\$
25		Other:	\$	\$
26	TOTAL EXPENSES	\$	\$	
27	PROFIT	NET PROFIT / LOSS	\$	\$
28		Less Income Tax	\$	\$
29		NET PROFIT / LOSS AFTER TAXES	\$	\$
30		Partner / Owner Withdrawals	\$	\$

I certify the foregoing data fairly represents the financial situation to the best of my knowledge.

Date

Signature

PART B – Project Information Form

Please complete the project cost information below for this loan application. Although some costs may change prior to the funding of the requested loan, complete this to the best of your ability, including an itemization or estimated itemization of any professional fees that will be included in the total project cost amount.

I.	PROPOSED USES OF FUNDS (<input type="checkbox"/> attached as separate sheet)	Amount Requested
	A. Land (and purchase of existing building, if applicable):	\$
	1. Land Purchase (include copy of purchase agreement)	\$
	2. Site Work (excavation, demolition and removal, etc.)	\$
	B. Building (new construction, remodeling, L/H improvement, etc.):	\$
	1. Building Purchase (include copy of purchase agreement)	\$
	2. Building Construction (provide contractor estimate)	\$
	C. Machinery and equipment (purchase, installation, etc.):	\$
	1. Heavy Equipment	\$
	2. Office Equipment (include vendor quotes)	\$
	3. Shop Equipment (include vendor quotes)	\$
	4. Vehicles	\$
	5. Other Equipment (attach list)	\$
	D. Professional Fees (appraiser, architect, legal, etc.):	\$
	1. Appraisal	\$
	2. Architect	\$
	3. Bank Fees	\$
	4. PADD Fees	\$
	5. Legal Fees	\$
	6. Mortgage Filing Fees	\$
	7. UCC / Secretary of State Filing fees	\$
	8. Environmental Phase One Assessment	\$
	9. Other Professional Fees (attach list)	\$
	E. Other expenses (contingency, interest on interim financing, etc.):	\$
	1. Utilities	\$
	2. Rent	\$
	3. Insurance	\$
	4. Deposits	\$
	5. Employees	\$
	6. Working Capital	\$
	7. Inventory	\$
	8. Other Expenses (contingency, etc.)	\$
	F. TOTAL PROJECT COST (without 504-related fees):	\$

Financing accessible through PADD is provided in conjunction with conventional financing provided by a partner financial institution lender. Although most projects follow the general structure of 50% (lender) + 40% (PADD) and 10% (borrower), other structures are possible. Please complete the project structure information below or have your partner financial institution lender complete this on your behalf. Please also contact PADD if you have any questions about what the most appropriate structure would be for your particular project circumstances.

II. SOURCE OF EQUITY INJECTION (Please provide proof.)

Personal Cash Amount: \$ _____

Business Cash Amount: \$ _____

Real Estate Amount: \$ _____

Other Amount: \$ _____

Please specify: _____

III. SOURCES OF OTHER FUNDS (attached as separate sheet)

Source	Dollar Request	%Project Cost	Maturity	Interest Rate	Lien Position
A. PADD / SBA 504	\$	%		%	
	\$	%		%	
B. Banks (Private Sector)					
	\$	%		%	
	\$	%		%	
	\$	%		%	
C. Other Financing (specify)					
	\$	%		%	
	\$	%		%	
	\$	%		%	
D. Borrower Injection *	\$	%	-	-	-
E. TOTAL FINANCING	\$	100.00%	-	-	-

* The SBA 504 Loan Program requires the applicant to inject/invest a minimum of 10% of the Total Project Cost in the project. This minimum becomes 15% if the business is less than two years old or the project facility is a single purpose structure and 20% if both circumstances apply.

IV. Project Address (must be in the State of Kentucky)

Street: _____

City: _____ County: _____ State: KY ZIP: _____

Please provide us some general information about this project facility:

How large is this facility (square feet)? _____

How large is the parcel of land this facility sits on? _____


How much space in the facility will your business occupy? _____

Are there existing tenants who will remain in the facility? Yes No

How many months (approximately) remain on these leases? _____

What is the approximate age or construction date of the facility? _____

How would you describe the facility? _____



V. Employment Impact

How many full time equivalent employees does your firm presently employ? _____

How many full time equivalent employees will you have TWO YEARS after the proposed project is completed? _____

Is any part of the project justified under retained jobs? Yes (Provide Number of retained jobs: _____) No

If jobs are to be eliminated, provide substantive evidence from the participating party indicating why jobs will be eliminated.

U.S. SMALL BUSINESS ADMINISTRATION

PART C

Statements Required by Law and Executive Order

Federal executive agencies, including the Small Business Administration (SBA), are required to withhold or limit financial assistance, to impose special conditions on approved loans, to provide special notices to applicants or borrowers and to require special reports and data from borrowers in order to comply with legislation passed by the Congress and Executive Orders issued by the President and by the provisions of various inter-agency agreements. SBA has issued regulations and procedures that implement these laws and executive orders, and they are contained in Parts 112, 113, 116, and 117, Title 13, Code of Federal Regulations Chapter 1, or Standard Operating Procedures.

Freedom of Information Act (5 U.S.C. 552)

This law provides, with some exceptions, that SBA must supply information reflected in agency files and records to a person requesting it. Information about approved loans that will be automatically released includes, among other things, statistics on our loan programs (individual borrowers are not identified in the statistics) and other information such as the names of the borrowers (and their officers, directors, stockholders or partners), the collateral pledged to secure the loan, the amount of the loan, its purpose in general terms and the maturity. Proprietary data on a borrower would not routinely be made available to third parties. All requests under this Act are to be addressed to the nearest SBA office and be identified as a Freedom of Information request.

Privacy Act (5 U.S.C. 552a)

A person can request to see or get copies of any personal information that SBA has in his or her file when that file is retrievable by individual identifiers such as name or social security numbers. Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act.

Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. Disclosures of name and other personal identifiers are, however, required for a benefit, as SBA requires an individual seeking assistance from SBA to provide it with sufficient information for it to make a character determination. In determining whether an individual is of good character, SBA considers the person's integrity, candor, and disposition toward criminal actions. In making loans pursuant to section 7(a)(6) of the Small Business Act (the Act), 15 USC Section 636(a)(6), SBA is required to have reasonable assurance that the loan is of sound value and will be repaid or that it is in the best interest of the Government to grant the assistance requested. Additionally, SBA is specifically authorized to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B), 15 USC Section 636(a)(1)(B). Further, for all forms of assistance, SBA is authorized to make all investigations necessary to ensure that a person has not engaged in acts that violate or will violate the Act or the Small Business Investment Act, 15 USC Sections 634(b)(11) and 687(b)(a). For these purposes, you are asked to voluntarily provide your social security number to assist SBA in making a character determination and to distinguish you from other individuals with the same or similar name or other personal identifier.

The Privacy Act authorizes SBA to make certain "routine uses" of information protected by that Act. One such routine use for SBA's loan system of records is that when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature, SBA may refer it to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. Another routine use of personal information is to assist in obtaining credit bureau reports, including business credit reports on the small business borrower and consumer credit reports and scores on the principals of the small business and guarantors on the loan for purposes of originating, servicing, and liquidating small business loans and for purposes of routine periodic loan portfolio management and lender monitoring. See, 69 F.R. 58598, 58617 (and as amended from time to time) for additional background and other routine uses.

Right to Financial Privacy Act of 1978 (12 U.S.C. 3401)

This is notice to you as required by the Right of Financial Privacy Act of 1978, of SBA's access rights to financial records held by financial institutions that are or have been doing business with you or your business, including any financial institutions participating in a loan or loan guarantee. The law provides that SBA shall have a right of access to your financial records in connection with its consideration or administration of assistance to you in the form of a Government loan or loan guaranty agreement. SBA is required to provide a certificate of its compliance with the Act to a financial institution in connection with its first request for access to your financial records, after which no further certification is required for subsequent accesses. The law also provides that SBA's access rights continue for the term of any approved loan or loan guaranty agreement. No further notice to you of SBA's access rights is required during the term of any such agreement.

The law also authorizes SBA to transfer to another Government authority any financial records included in an application for a loan, or concerning an approved loan or loan guarantee, as necessary to process, service or foreclose on a loan or loan guarantee or to collect on a defaulted loan or loan guarantee. No other transfer of your financial records to another Government authority will be permitted by SBA except as required or permitted by law.

Flood Disaster Protection Act (42 U.S.C. 4011)

Regulations have been issued by the Federal Insurance Administration (FIA) and by SBA implementing this Act and its amendments. These regulations prohibit SBA from making certain loans in an FIA designated floodplain unless Federal flood insurance is purchased as a condition of the loan. Failure to maintain the required level of flood insurance makes the applicant ineligible for any future financial assistance from SBA under any program, including disaster assistance.

Executive Orders -- Floodplain Management and Wetland Protection (42 F.R. 26951 and 42 F.R. 26961)

The SBA discourages any settlement in or development of a floodplain or a wetland. This statement is to notify all SBA loan applicants that such actions are hazardous to both life and property and should be avoided. The additional cost of flood preventive construction must be considered in addition to the possible loss of all assets and investments in future floods.

Occupational Safety and Health Act (15 U.S.C. 651 et seq.)

This legislation authorizes the Occupational Safety and Health Administration in the Department of Labor to require businesses to modify facilities and procedures to protect employees or pay penalty fees. In some instances, the business can be forced to cease operations or be prevented from starting operations in a new facility. Therefore, in some instances SBA may require additional information from an applicant to determine whether the business will be in compliance with OSHA regulations and allowed to operate its facility after the loan is approved and disbursed. Signing this form as borrower is a certification that the OSA requirements that apply to the borrower's business have been determined and the borrower to the best of its knowledge is in compliance.

Civil Rights Legislation

All businesses receiving SBA financial assistance must agree not to discriminate in any business practice, including employment practices and services to the public, on the basis of categories cited in 13 C.F.R., Parts 112, 113, and 117 of SBA Regulations. This includes making their goods and services available to handicapped clients or customers. All business borrowers will be required to display the "Equal Employment Opportunity Poster" prescribed by SBA.

Equal Credit Opportunity Act (15 U.S.C. 1691)

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status or age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Washington, D.C. 20580.

Executive Order 11738 -- Environmental Protection (38 C.F.R. 25161)

The Executive Order charges SBA with administering its loan programs in a manner that will result in effective enforcement of the Clean Air Act, the Federal Water Pollution Act and other environmental protection legislation. SBA must, therefore, impose conditions on some loans. By acknowledging receipt of this form and presenting the application, the principals of all small businesses borrowing \$100,000 or more in direct funds stipulate to the following:

1. That any facility used, or to be used, by the subject firm is not cited on the EPA list of Violating Facilities.
2. That subject firm will comply with all the requirements of Section 114 of the Clean Air Act (42 U.S.C. 7414) and Section 308 of the Water Act (33 U.S.C 1318) relating to inspection, monitoring, entry, reports and information, as well as all other requirements specified in Section 114 and Section 308 of the respective Acts, and all regulations and guidelines issued thereunder.
3. That subject firm will notify SBA of the receipt of any communication from the Director of the Environmental Protection Agency indicating that a facility utilized, or to be utilized, by subject firm is under consideration to be listed on the EPA List of Violating Facilities.

Debt Collection Act of 1982 Deficit Reduction Act of 1984 (31 U.S.C. 3701 et seq. and other titles)

These laws require SBA to aggressively collect any loan payments which become delinquent. SBA must obtain your taxpayer identification number when you apply for a loan. If you receive a loan, and do not make payments as they come due, SBA may take one or more of the following actions:

- Report the status of your loan(s) to credit bureaus
- Hire a collection agency to collect your loan
- Offset your income tax refund or other amounts due to you from the Federal Government
- Suspend or debar you or your company from doing business with the Federal Government
- Refer your loan to the Department of Justice or other attorneys for litigation
- Foreclose on collateral or take other action permitted in the loan instruments.

Immigration and Nationality Act (8 U.S.C. 1101, et seq., as amended)

If you are an alien who was in this country illegally since before January 1, 1982, you may have been granted lawful temporary resident status by the United States Citizenship and Immigration Services pursuant to the Immigration Reform and Control Act of 1986 (Pub. L. 99-603). For five years from the date you are granted such status, you are not eligible for financial assistance from the SBA in the form of a loan or guaranty under section 7(a) of the Small Business Act unless you are disabled or a Cuban or Haitian entrant. When you sign this document, you are making the certification that the Immigration Reform and Control Act of 1986 does not apply to you, or if it does apply, more than five years have elapsed since you have been granted lawful temporary resident status pursuant to such 1986 legislation.

Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821 et seq.)

Borrowers using SBA funds for the construction or rehabilitation of a residential structure are prohibited from using lead-based paint (as defined in SBA regulations) on all interior surfaces, whether accessible or not, and exterior surfaces, such as stairs, decks, porches, railings, windows and doors, which are readily accessible to children under 7 years of age. A "residential structure" is any home, apartment, hotel, motel, orphanage, boarding school, dormitory, day care center, extended care facility, college or other school housing, hospital, group practice or community facility and all other residential or institutional structures where persons reside.

Agreement of Nonemployment of SBA Personnel

I agree that if SBA approves this application, I will not for at least two years hire an employee or consult anyone who was employed by the SBA during the one year period prior to the disbursement of the debenture.

Certification as to Payment for Financial Assistance

I certify: I have not paid anyone connected with the Federal government for help getting this financial assistance. I also agree to report to the SBA Office of Inspector General, 409 Third Street S.W., Washington, D.C. 20416, any Federal government employee who offers in return for any type of compensation to help get this application approved. I understand that I need not pay anybody to deal with SBA. I also understand that a Certified Development Company may charge the applicant a percentage of the loan proceeds as set forth in SBA regulations as a fee for preparing and processing the loan applications. I agree to pay for or reimburse SBA for the cost of any surveys, title or mortgage examinations, appraisals, etc., performed by non-SBA personnel provided that I have given my consent.

Certification as to Non-relocation

Regulations issued by SBA prohibit the making of loans that will result in significant increase of unemployment in any area of the country (13 CFR 120.881(a)). In the event that proceeds from this loan are used to provide a facility for relocation of the beneficiary small business concern (including any affiliate, subsidiary or other business entity under direct, indirect or common control), the undersigned certifies that such relocation will not significantly increase unemployment in the area of the original location.

Executive Order 12549 as amended by E.O. 12689, Debarment and Suspension and 2 CFR Part 2700

1. The prospective lower tier participant certifies, by submission of this loan application, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to the loan application.

Conflicts of Interest

No overlapping relationship exists between the small business concern, including its associates, and the CDC, including its associates, or any other lender providing financing for the project that could create an appearance of a conflict of interest as defined in 13 CFR 120.140 or violate 13 CFR 120.851. No such relationships existed within six months of this application or will be permitted to exist while assistance is outstanding.

Other Agreements and Certifications

I authorize disclosure of all information submitted in connection with this application to the financial institution agreeing to participate with SBA's guaranteed debenture. I waive all claims against SBA and its consultants for any management and technical assistance that may be provided. In consideration for assistance from the Small Business Administration, I hereby agree that I will comply with all Federal laws and regulations to the extent that they are applicable to such assistance, including conditions set forth in this application. I, my spouse, or any member of my household, or anyone who owns, manages, or directs the business or their spouses or members of their households do not work for the SBA, Small Business Advisory Council, SCORE or ACE, any Federal agency, or the participating lender. If someone does, the name and address of such person and where employed is provided on an attached page.

Applicant Notifications

I or any of the officers of my company have/ have not been involved in bankruptcy or insolvency proceedings.

If so, I have attached copies of the proceedings.

I or my business is/ is not involved in any pending lawsuits. If so, I have attached a description.

Applicant's Acknowledgment

My signature acknowledges receipt of these Statements Required by Laws and Executive Orders, that I have read it and that I have a copy for my files. My signature represents my agreement to comply with the requirements SBA makes in connection with the approval of my loan request and to comply, whenever applicable, with the limitations contained in these Statements.

Certification as to Application Accuracy - Criminal Penalties for False Statements.

All information in this application, including exhibits, is true and complete to the best of my knowledge and is submitted to SBA so that SBA can decide whether to approve this application. Whoever makes any statement knowing it to be false, or whoever willfully overvalues any security, for the purpose of obtaining any loan, or substitution of security therefore, or for the purpose of influencing in any way the action of SBA, or for the purpose of obtaining money, property, or anything of value, under the Small Business Investment Act, as amended, may be punished by a fine of not more than \$5,000 or by imprisonment for not more than two years, or both, pursuant to the Federal Law at 15 U.S.C. 645.

Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up a material fact by any trick, scheme or device, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or documents knowing the same to contain any false, fictitious or fraudulent statement or entry may be fined up to \$250,000 or imprisoned for up to 5 years, or both, pursuant to the Federal law at 18 U.S.C. 1001 and 3571.

(Each Proprietor, each General Partner, each Limited Partner or Stockholder owning 20% or more, and each Guarantor must sign. Each person should only sign once.)

If Applicant is a proprietor or partnership, sign below:

If Applicant is an L.L.C. or corporation, sign below:

Name of Business

Corporate Name

By: _____ Date: _____

By: _____ Date: _____

Attested by: _____ (seal, if required)

Additional Proprietors, Partners, Stockholders or Guarantors as required.

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Request for Transcript of Tax Return

(Rev. January 2011)

OMB No. 1545-1872

Department of the Treasury
Internal Revenue Service

► **Request may be rejected if the form is incomplete or illegible.**

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Order a Transcript" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
--	---

2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
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3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (See instructions)

4 Previous address shown on the last return filed if different from line 3 (See instructions)

5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. The IRS has no control over what the third party does with the tax information.

Caution. If the transcript is being mailed to a third party, ensure that you have filled in line 6 and line 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy.

6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ►

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days

b Account Transcript, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 30 calendar days.

c Record of Account, which is a combination of line item information and later adjustments to the account. Available for current year and 3 prior tax years. Most requests will be processed within 30 calendar days

7 Verification of Nonfiling, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days

8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2007, filed in 2008, will not be available from the IRS until 2009. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 45 days

Caution. If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, **either** husband or wife must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note.** For transcripts being sent to a third party, this form must be received within 120 days of signature date.

Telephone number of taxpayer on line 1a or 2a

Sign Here	Signature (see instructions)	Date	
	Title (if line 1a above is a corporation, partnership, estate, or trust)		
	Spouse's signature	Date	

General Instructions

Purpose of form. Use Form 4506-T to request tax return information. You can also designate a third party to receive the information. See line 5.

Tip. Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

Where to file. Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart below shows two different RAVS teams, send your request to the team based on the address of your most recent return.

Automated transcript request. You can quickly request transcripts by using our automated self help-service tools. Please visit us at IRS.gov and click on "Order a Transcript" or call 1-800-908-9946.

Chart for individual transcripts (Form 1040 series and Form W-2)

If you filed an individual return and lived in:

Mail or fax to the "Internal Revenue Service" at:

Florida, Georgia (After June 30, 2011, send your transcript requests to Kansas City, MO)	RAIVS Team P.O. Box 47-421 Stop 91 Doraville, GA 30362 770-455-2335
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Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	RAIVS Team Stop 6716 AUSC Austin, TX 73301 512-460-2272
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Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	RAIVS Team Stop 37106 Fresno, CA 93888 559-456-5876
---	--

Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia	RAIVS Team Stop 6705 P-6 Kansas City, MO 64999 816-292-6102
--	--

Chart for all other transcripts

If you lived in or your business was in:

Mail or fax to the "Internal Revenue Service" at:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, or A.P.O. or F.P.O. address	RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 801-620-6922
--	--

Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250 859-669-3592
--	--

Line 1b. Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Line 3. Enter your current address. If you use a P. O. box, include it on this line.

Line 4. Enter the address shown on the last return filed if different from the address entered on line 3.

Note. If the address on Lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address.

Line 6. Enter only one tax form number per request.

Signature and date. Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. If you completed line 5 requesting the information be sent to a third party, the IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected.

Individuals. Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Corporations. Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

All others. See Internal Revenue Code section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Documentation. For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the Letters Testamentary authorizing an individual to act for an estate.

Privacy Act and Paperwork Reduction Act

Notice. We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form**, 10 min.; **Preparing the form**, 12 min.; and **Copying, assembling, and sending the form to the IRS**, 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W:CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send the form to this address. Instead, see *Where to file* on this page.



PERSONAL FINANCIAL STATEMENT

U.S. SMALL BUSINESS ADMINISTRATION

As of _____, _____

Complete this form for: (1) each proprietor; (2) general partner; (3) managing member of a limited liability company (LLC); (4) each owner of 20% or more of the equity of the Applicant (including the assets of the owner's spouse and any minor children); and (5) any person providing a guaranty on the loan. **Return completed form to:** 7(a) loans - to the lender processing the SBA application; 504 loans - to the Certified Development Company processing the SBA application; Disaster loans - to the Disaster Processing and Disbursement Center at 14925 Kingsport Road, Fort Worth, TX 76155-2243; and 8(a)/BD applicants who are *individuals claiming social and economic disadvantaged status and their spouses* - electronically at <http://www.sba.gov> or send hard copy with paper application to either of the two following offices:

8(a) BD only	Mail to the following address, if your firm is located in one of the states below:	Mail to the following address, if your firm is located in one of the states below:
	US Small Business Administration DPCE Central Office Duty Station Parkview Towers 1150 First Avenue 10th Floor, Suite 1001 King of Prussia, PA 19406	Small Business Administration Division of Program Certification and Eligibility 455 Market Street, 6th Floor San Francisco, CA 94105
	MA, ME, NH, CT, VT, RI, NY, PR (Puerto Rico), VI (US Virgin Islands), NJ, PA, MD, VA, WV, DC, DE, GA, AL, NC, SC, MS, FL, KY, TN	IL, OH, MI, IN, MN, WI, TX, NM, AR, LA, OK, MO, IA

Name	Business Phone
Residence Address	Residence Phone
City, State, & Zip Code	

Business Name of Applicant/Borrower

ASSETS	(Omit Cents)	LIABILITIES	(Omit Cents)
Cash on hand & in Banks	\$	Accounts Payable	\$
Savings Accounts	\$	Notes Payable to Banks and Others	\$
IRA or Other Retirement Account	\$	(Describe in Section 2)	
(Describe in Section 5)		Installment Account (Auto)	\$
Accounts & Notes Receivable	\$	Mo. Payments \$	
(Describe in Section 5)		Installment Account (Other)	\$
Life Insurance-Cash Surrender Value Only	\$	Mo. Payments \$	
(Complete Section 8)		Loan on Life Insurance	\$
Stocks and Bonds	\$	Mortgages on Real Estate	\$
(Describe in Section 3)		(Describe in Section 4)	
Real Estate	\$	Unpaid Taxes	\$
(Describe in Section 4)		(Describe in Section 6)	
Automobiles - Total Present Value	\$	Other Liabilities	\$
(Describe in Section 5, and include Year/Make/Model)		(Describe in Section 7)	
Other Personal Property	\$	Total Liabilities	\$
(Describe in Section 5)		Net Worth	\$
Other Assets	\$		
(Describe in Section 5)			
Total	\$	Total	\$

Section 1. Source of Income	Contingent Liabilities
Salary	As Endorser or Co-Maker
Net Investment Income	Legal Claims & Judgments
Real Estate Income	Provision for Federal Income Tax
Other Income (Describe below)*	Other Special Debt

Description of Other Income in Section 1.

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Banks and Others. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C
Type of Real Estate (e.g. Primary Residence, Other Residence, Rental Property, Land, etc.)			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency)

Section 6. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7. Other Liabilities. (Describe in detail.)

Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries)

I authorize SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness.

CERTIFICATION: (to be completed by each person submitting the information requested on this form)

By signing this form, I certify under penalty of criminal prosecution that all information on this form and any additional supporting information submitted with this form is true and complete to the best of my knowledge. I understand that SBA or its participating Lenders, or Certified Development Companies will rely on this information when making decisions regarding an application for a loan from SBA or an SBA Participating Lender, or for participation in the SBA 8(a) Business Development (BD) program.

Signature _____

Date _____

Print Name _____

Social Security No. _____

Signature _____

Date _____

Print Name _____

Social Security No. _____

NOTICE TO LOAN APPLICANTS: CRIMINAL PENALTIES AND ADMINISTRATIVE REMEDIES FOR FALSE STATEMENTS:

Knowingly making a false statement on this form is a violation of Federal law and could result in criminal prosecution, significant civil penalties, and a denial of your loan. A false statement is punishable under 18 U.S.C. §§ 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 U.S.C. § 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally insured institution, a false statement is punishable under 18 U.S.C. § 1014 by imprisonment of not more than 30 years and/or a fine of not more than \$1,000,000.

NOTICE TO APPLICANTS OR PARTICIPANTS IN THE 8(a) BD PROGRAM: CRIMINAL PENALTIES AND ADMINISTRATIVE REMEDIES FOR FALSE STATEMENTS:

Any person who misrepresents a business concern's status as an 8(a) Program participant or SDB concern, or makes any other false statement in order to influence the 8(a) certification or other review process in any way (e.g., annual review, eligibility review), shall be: (1) Subject to fines and imprisonment of up to 5 years, or both, as stated in Title 18 U.S.C. § 1001; (2) subject to fines of up to \$500,000 or imprisonment of up to 10 years, or both, as stated in Title 15 U.S.C. § 645; (3) Subject to civil and administrative remedies, including suspension and debarment; and (4) Ineligible for participation in programs conducted under the authority of the Small Business Act.

PLEASE NOTE: The estimated average burden hours for the completion of this form is 1.5 hours per response. If you have questions or comments concerning this estimate or any other aspect of this information, please contact Chief, Administrative Branch, U.S. Small Business Administration, Washington, D.C. 20416, and Clearance Officer, Paper Reduction Project (3245-0188), Office of Management and Budget, Washington, D.C. 20503. **PLEASE DO NOT SEND FORMS TO OMB.**

PLEASE READ, DETACH, AND RETAIN FOR YOUR RECORDS
STATEMENTS REQUIRED BY LAW AND EXECUTIVE ORDER

SBA is required to withhold or limit financial assistance, to impose special conditions on approved loans, to provide special notices to applicants or borrowers and to require special reports and data from borrowers in order to comply with legislation passed by the Congress and Executive Orders issued by the President and by the provisions of various inter-agency agreements. SBA has issued regulations and procedures that implement these laws and executive orders. These are contained in Parts 112, 113, and 117 of Title 13 of the Code of Federal Regulations and in Standard Operating Procedures.

Privacy Act (5 U.S.C. 552a)

Any person can request to see or get copies of any personal information that SBA has in his or her file when that file is retrieved by individual identifiers such as name or social security numbers. Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act.

Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. Disclosures of name and other personal identifiers are, however, required for a benefit, as SBA requires an individual seeking assistance from SBA to provide it with sufficient information for it to make a character determination. In determining whether an individual is of good character, SBA considers the person's integrity, candor, and disposition toward criminal actions. Additionally, SBA is specifically authorized to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B), 15 USC Section 636(a)(1)(B) of the Small Business Act (the Act). Further, for all forms of assistance, SBA is authorized to make all investigations necessary to ensure that a person has not engaged in acts that violate or will violate the Act or the Small Business Investment Act, 15 USC Sections 634(b)(11) and 687(b)(a), respectively. For these purposes, you are asked to voluntarily provide your social security number to assist SBA in making a character determination and to distinguish you from other individuals with the same or similar name or other personal identifier.

The Privacy Act authorizes SBA to make certain "routine uses" of information protected by that Act. One such routine use is the disclosure of information maintained in SBA's investigative files system of records when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature. Specifically, SBA may refer the information to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for, or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. Another routine use is disclosure to other Federal agencies conducting background checks; only to the extent the information is relevant to the requesting agencies' function. See, 74 F.R. 14890 (2009), and as amended from time to time for additional background and other routine uses.

Right to Financial Privacy Act of 1978 (12 U.S.C. 3401) -- This is notice to you as required by the Right to Financial Privacy Act of 1978, of SBA's access rights to financial records held by financial institutions that are or have been doing business with you or your business, including any financial institutions participating in a loan or loan guaranty. The law provides that SBA shall have a right of access to your financial records in connection with its consideration or administration of assistance to you in the form of a Government guaranteed loan. SBA is required to provide a certificate of its compliance with the Act to a financial institution in connection with its first request for access to your financial records, after which no further certification is required for subsequent accesses. The law also provides that SBA's access rights continue for the term of any approved loan guaranty agreement. No further notice to you of SBA's access rights is required during the term of any such agreement. The law also authorizes SBA to transfer to another Government authority any financial records included in a application for a loan, or concerning an approved loan or loan guarantee, as necessary to process, service or foreclose on a loan guaranty or collect on a defaulted loan guaranty.

Freedom of Information Act (5 U.S.C. 552)

This law provides, with some exceptions, that SBA must supply information reflected in agency files and records to a person requesting it. Information about approved loans that will be automatically released includes, among other things, statistics on our loan programs (individual borrowers are not identified in the statistics) and other information such as the names of the borrowers (and their officers, directors, stockholders or partners), the collateral pledged to secure the loan, the amount of the loan, its purpose in general terms and the maturity. Proprietary data on a borrower would not routinely be made available to third parties. All requests under this Act are to be addressed to the nearest SBA office and be identified as a Freedom of Information request.

Flood Disaster Protection Act (42 U.S.C. 4011) -- Regulations have been issued by the Federal Insurance Administration (FIA) and by SBA implementing this Act and its amendments. These regulations prohibit SBA from making certain loans in an FIA designated floodplain unless Federal Flood insurance is purchased as a condition of the loan. Failure to maintain the required level of flood insurance makes the applicant ineligible for any financial assistance from SBA, including disaster assistance.

Executive Orders -- Floodplain Management and Wetland Protection (42 F.R. 26951 and 42 F.R. 26961) -- SBA discourages settlement in or development of a floodplain or a wetland. This statement is to notify all SBA loan applicants that such actions are hazardous to both life and property and should be avoided. The additional cost of flood preventive construction must be considered in addition to the possible loss of all assets and investments due to a future flood.

Occupational Safety and Health Act (15 U.S.C. 651 et seq.) -- This legislation authorizes the Occupational Safety and Health Administration in the Department of Labor to require businesses to modify facilities and procedures to protect employees or pay penalty fees. Businesses can be forced to cease operations or be prevented from starting operations in a new facility. Therefore, SBA may require additional information from an applicant to determine whether the business will be in compliance with OSHA regulations and allowed to operate its facility after the loan is approved and disbursed. Signing this form as an applicant is certification that the OSHA requirements that apply to the applicant business have been determined and that the applicant, to the best of its knowledge, is in compliance. Furthermore, applicant certifies that it will remain in compliance during the life of the loan.

Civil Rights Legislation -- All businesses receiving SBA financial assistance must agree not to discriminate in any business practice, including employment practices and services to the public on the basis of categories cited in 13 C.F.R., Parts 112, 113, and 117 of SBA Regulations. This includes making their goods and services available to handicapped clients or customers. All business borrowers will be required to display the "Equal Employment Opportunity Poster" prescribed by SBA.

Equal Credit Opportunity Act (15 U.S.C. 1691) -- The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status or age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act.

Executive Order 11738 -- Environmental Protection (38 F.R. 251621) -- The Executive Order charges SBA with administering its loan programs in a manner that will result in effective enforcement of the Clean Air Act, the Federal Water Pollution Act and other environment protection legislation.

Debt Collection Act of 1982, Deficit Reduction Act of 1984 (31 U.S.C. 3701 et seq. and other titles) -- These laws require SBA to collect aggressively any loan payments which become delinquent. SBA must obtain your taxpayer identification number when you apply for a loan. If you receive a loan, and do not make payments as they come due, SBA may take one or more of the following actions: (1) report the status of your loan(s) to credit bureaus, (2) hire a collection agency to collect your loan, (3) offset your income tax refund or other amounts due to you from the Federal Government, (4) suspend or debar you or your company from doing business with the Federal Government, (5) refer your loan to the Department of Justice or other attorneys for litigation, or (6) foreclose on collateral or take other action permitted in the loan instruments.

Immigration Reform and Control Act of 1986 (Pub. L. 99-603) -- If you are an alien who was in this country illegally since before January 1, 1982, you may have been granted lawful temporary resident status by the United States Immigration and Naturalization Service pursuant to the Immigration Reform and Control Act of 1986. For five years from the date you are granted such status, you are not eligible for financial assistance from the SBA in the form of a loan guaranty under Section 7(a) of the Small Business Act unless you are disabled or a Cuban or Haitian entrant. When you sign this document, you are making the certification that the Immigration Reform and Control Act of 1986 does not apply to you, or if it does apply, more than five years have elapsed since you have been granted lawful temporary resident status pursuant to such 1986 legislation.

Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821 et seq.)

Borrowers using SBA funds for the construction or rehabilitation of a residential structure are prohibited from using lead-based paint (as defined in SBA regulations) on all interior surfaces, whether accessible or not, and exterior surfaces, such as stairs, decks, porches, railings, windows and doors, which are readily accessible to children under 7 years of age. A "residential structure" is any home, apartment, hotel, motel, orphanage, boarding school, dormitory, day care center, extended care facility, college or other school housing, hospital, group practice or community facility and all other residential or institutional structures where persons reside.

Executive Order 12549, Debarment and Suspension (13 C.F.R. 145)

1. The prospective lower tier participant certifies, by submission of this loan application, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to the loan application.



United States of America
SMALL BUSINESS ADMINISTRATION
STATEMENT OF PERSONAL HISTORY

Please Read Carefully: SBA uses Form 912 as one part of its assessment of program eligibility. Please reference SBA Regulations and Standard Operating Procedures if you have any questions about who must submit this form and where to submit it. For further information, please call SBA's Answer Desk at 1-800-U-ASK-SBA (1-800-827-5722), or check SBA's website at www.sba.gov.

Name and Address of Applicant (Firm Name)(Street, City, State, and ZIP Code)		SBA District/Disaster Area Office Louisville, KY	
		Amount Applied for (when applicable)	File No. (if known)
1. Personal Statement of: (State name in full, if no middle name, state (NMN), or if initial only, indicate initial.) List all former names used, and dates each name was used. Use separate sheet if necessary.		2. Give the percentage of ownership or stock owned or to be owned in the small business or the development company	
First	Middle	Social Security No.	
		3. Date of Birth (Month, day, and year)	
		4. Place of Birth: (City & State or Foreign Country)	

Name and Address of participating lender or surety co. (when applicable and known)	5. U.S. Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO If No, are you a Lawful Permanent resident alien: <input type="checkbox"/> YES <input type="checkbox"/> NO If non- U.S. citizen provide alien registration number: _____	INITIALS: _____
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6. Present residence address: From: To: Address: Home Telephone No. (Include Area Code): Business Telephone No. (Include Area Code):	Most recent prior address (omit if over 10 years ago): From: To: Address:
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PLEASE SEE REVERSE SIDE FOR EXPLANATION REGARDING DISCLOSURE OF INFORMATION AND THE USES OF SUCH INFORMATION.

YOU MUST INITIAL YOUR RESPONSES TO QUESTIONS 5,7,8 AND 9.

IF YOU ANSWER "YES" TO 7, 8, OR 9, FURNISH DETAILS ON A SEPARATE SHEET. INCLUDE DATES, LOCATION, FINES, SENTENCES, WHETHER MISDEMEANOR OR FELONY, DATES OF PAROLE/PROBATION, UNPAID FINES OR PENALTIES, NAME(S) UNDER WHICH CHARGED, AND ANY OTHER PERTINENT INFORMATION. AN ARREST OR CONVICTION RECORD WILL NOT NECESSARILY DISQUALIFY YOU; HOWEVER, UNTRUTHFUL ANSWER WILL CAUSE YOUR APPLICATION TO BE DENIED AND SUBJECT YOU TO OTHER PENALTIES AS NOTED BELOW.

7. Are you presently under indictment, on parole or probation? **INITIALS:** _____
 Yes No (If yes, indicate date parole or probation is to expire.)

8. Have you ever been charged with, and/or arrested for, any criminal offense other than a minor motor vehicle violation? Include offenses which have been dismissed, discharged, or not prosecuted. (All arrests and charges must be disclosed and explained on an attached sheet.)
 Yes No **INITIALS:** _____

9. Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor vehicle violation?
 Yes No **INITIALS:** _____

10. I authorize the Small Business Administration Office of Inspector General to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for programs authorized by the Small Business Act, and the Small Business Investment Act.

CAUTION - PENALTIES FOR FALSE STATEMENTS: Knowingly making a false statement on this form is a violation of Federal law and could result in criminal prosecution, significant civil penalties, and a denial of your loan, surety bond, or other program participation. A false statement is punishable under 18 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.

Signature	Title	Date
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Agency Use Only		12. <input type="checkbox"/> Cleared for Processing	Date _____	Approving Authority _____
11. <input type="checkbox"/> Fingerprints Waived	Date _____	Approving Authority _____		
<input type="checkbox"/> Fingerprints Required	Date _____	Approving Authority _____		
Date Sent to OIG _____				
		13. <input type="checkbox"/> Request a Character Evaluation	Date _____	Approving Authority _____
(Required whenever 7, 8 or 9 are answered "yes" even if cleared for processing.)				

PLEASE NOTE: The estimated burden for completing this form is 15 minutes per response. You are not required to respond to any collection of information unless it displays a currently valid OMB approval number. Comments on the burden should be sent to U.S. Small Business Administration, Chief, AIB, 409 3rd St., S.W., Washington D.C. 20416 and Desk Officer for the Small Business Administration, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C. 20503. OMB Approval 3245-0178. **PLEASE DO NOT SEND FORMS TO OMB.**

NOTICES REQUIRED BY LAW

The following is a brief summary of the laws applicable to this solicitation of information.

Paperwork Reduction Act (44 U.S.C. Chapter 35)

SBA is collecting the information on this form to make a character and credit eligibility decision to fund or deny you a loan or other form of assistance. The information is required in order for SBA to have sufficient information to determine whether to provide you with the requested assistance. The information collected may be checked against criminal history indices of the Federal Bureau of Investigation.

Privacy Act (5 U.S.C. § 552a)

Any person can request to see or get copies of any personal information that SBA has in his or her file, when that file is retrieved by individual identifiers, such as name or social security numbers. Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act.

Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. Disclosures of name and other personal identifiers are, however, required for a benefit, as SBA requires an individual seeking assistance from SBA to provide it with sufficient information for it to make a character determination. In determining whether an individual is of good character, SBA considers the person's integrity, candor, and disposition toward criminal actions. In making loans pursuant to section 7(a)(6) the Small Business Act (the Act), 15 USC § 636 (a)(6), SBA is required to have reasonable assurance that the loan is of sound value and will be repaid or that it is in the best interest of the Government to grant the assistance requested. Additionally, SBA is specifically authorized to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B), 15 USC § 636(a)(1)(B). Further, for all forms of assistance, SBA is authorized to make all investigations necessary to ensure that a person has not engaged in acts that violate or will violate the Act or the Small Business Investment Act, 15 USC §§ 634(b)(11) and 687b(a). For these purposes, you are asked to voluntarily provide your social security number to assist SBA in making a character determination and to distinguish you from other individuals with the same or similar name or other personal identifier.

When the information collected on this form indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature, SBA may refer it to the appropriate agency, whether Federal, State, local, or foreign, charged with responsibility for or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. See 74 Fed. Reg. 14890 (2009) for other published routine uses.



Purchase Area Development District Resume Form

Print or Write Neatly!

A very important consideration for PADD, as part of the loan application review process, is the management background and experience of the principals involved with the major business applying for financing. Please provide / attach resumes for any key managers / owners who are involved with the active business involved with this loan application OR complete this fill-in-the-blanks form.

Please make additional copies of this form if needed.

Contact Information:

Name: _____
Address: _____
Address: _____
Phone: _____
Email: _____

Race:

- | | |
|---|---|
| <input type="checkbox"/> Caucasian | <input type="checkbox"/> Asian |
| <input type="checkbox"/> African American | <input type="checkbox"/> Pacific Islander |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Eskimo / Aleut |
| <input type="checkbox"/> Puerto Rican | <input type="checkbox"/> Multi-Ethnic |
| <input type="checkbox"/> Native American | <input type="checkbox"/> Unknown |

Military Service Background: N/A

Branch: _____ From: _____ To: _____
Rank at Discharge: _____

Are you employed by the U.S. Government? Yes No

If "yes" give name of agency and position: _____

Education (University, College or Technical Training)

_____	_____	_____	_____
Name / Location	Dates Attended	Major	Degree / Certificate
_____	_____	_____	_____
Name / Location	Dates Attended	Major	Degree / Certificate
_____	_____	_____	_____
Name / Location	Dates Attended	Major	Degree / Certificate

Work Experience (list chronologically, beginning with the present employment):

_____	_____	_____	_____	_____
Name of Company	City/State	From	To	Title / Duties
_____	_____	_____	_____	_____
Name of Company	City/State	From	To	Title / Duties
_____	_____	_____	_____	_____
Name of Company	City/State	From	To	Title / Duties

Signature _____

Date _____

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Email: bizloans@purchaseadd.org

WWW.PURCHASEADD.ORG

CLICK ON "BUSINESS LENDING & DEVELOPMENT SERVICES" ON THE LEFT-HAND MENU