



South Central Tennessee Development

Connecting Businesses to Non-Conventional Funding

The items listed below are needed to perform a preliminary review of the loan request. As follows:

- Application, Credit Authorization, Engagement Letter, and Request for transcript of Tax Returns (IRS Form 4506-T)
- Statement of Personal History (SBA Form #912) and Personal Financial Statement (SBA Form #413) for all owners of 20% or more of the Operating Company. (Full disclosure of total ownership is required.)
- Three years personal federal tax returns, all schedules, for all owners of 20% or more, of the Operating Company.
- Three years corporate federal tax returns for the Operating Company and three years of financial statements.
- Financial statements (balance sheet and income statement) including if applicable agings for accounts receivable and payable, within sixty days of the current date for the Operating Company.
- If the business is a franchise; a copy of the franchise agreement and the FTC Franchise Disclosure Agreement.
- Copy of cost documents such as purchase and sale agreements, contractor costs, estimates, vendor quotes, etc.

There will also be a discussion and possibly a disclosure requirement for affiliated companies. The SBA has a unique definition of affiliation and such is initially determined by IDS staff after review of the above information. This is the initial information required for underwriting; further information and / or questions may arise based on a review of the above.