



Post Office Box 2902 | Orangeburg, SC 29116 | 803-534-0035 (p) | 803-534-2306 (f)

Business Loan Checklist

Applicant's Name: _____

Date Completed Application Received: _____

____ 1. **Small Business Loan Application**

Form enclosed

____ 2. **Business Plan**

Attach a written business plan for your business, be sure to include the following:

Business description

Management qualifications

Operating plan

Marketing plan

At least two years of projected cash flows

____ 3. **Personal Financial Statement**

Form enclosed Attach a signed current statement for each stockholder, partner, officer, & owner.

____ 4. **Personal Tax Returns**

Attach federal tax returns for the last three years for each individual referenced in #3 above (or signed extension)

____ 5. **Business Financial Statements and Tax Returns**

Submit income statements, balance sheets and tax returns for the last three years for business and affiliates

____ 6. **Interim Business Financial Statements**

Submit statements that are current within ninety (90) days of application filing date

____ 7. **List of Machinery or Equipment**

If you are buying machinery or equipment with your loan money, please attach a list of equipment and cost as quoted by the seller.

____ 8. **Purchase Agreement**

If you are buying real estate or an on-going business with your loan money, please attach a Purchase Agreement, including the Seller's name and contact information

____ 9. **Construction Plans & Project Cost**

For construction loans, please attach an estimated cost of the project and statement of source of additional funds Also, please attach a preliminary construction plans as prepared by a qualified, independent third party such as a contractor or architect



Business Loan Application

I. General Information

Name of applicant: _____

Name of business: _____

Mailing address of business: _____

Physical address of business: _____

Telephone number: _____ Fax Number: _____

II. Ownership & Management

Structure of business (Check One)

- Corporation
- Sub Chapter S Corporation
- LLC
- Partnership
- Sole Proprietorship

Ownership of applicant company (List all owners & stockholders):

III. Company History/Profile

Month/year business was established: _____

Tax ID or EIN#: _____

Line of Business: _____

of Full Time Employees: _____ # of Part Time Employees: _____ (Include owner, if applicable)

IV. Collateral

| Name | Description | Value |
|------|-------------|-------|
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V. Existing Business Loans Payable

| Whom Payable/ Account Number | Original Amount | Original Loan Date month/year | Term | Interest Rate | Outstanding Balance | Collateral Used |
|---------------------------------|--------------------|-------------------------------------|------|------------------|------------------------|--------------------|
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VI. Description of Proposed Uses & Financing

Loan Request (Please Itemize)

Real Estate (i.e. Building/Land): \$ _____ Owner Contribution: \$ _____

Building Renovations: _____ Other Funding Sources: List Separately

Leasehold Improvements: _____

Machinery & Equipment: _____

Supplies _____

Inventory: _____

Working Capital: _____

Other (i.e. Vehicle) _____ Total Loan Request*: _____

Total Project Costs: _____

*Total Loan Request=Total Project Costs minus owner Contribution and Other Funding Sources

1. Are you presently under indictment, on parole or probation or have you ever been charged with or arrested or convicted of any criminal offense other than a vehicle violation? Attach explanation if yes. Yes___ No___
2. Have you been involved in bankruptcy proceedings or insolvency proceedings or have pending personal or business judgments, unsettled lawsuits or major disputes? Attach explanation if yes. Yes___ No___

I/We authorize the New America Corporation to investigate my/our personal and business financial credit history as necessary to process a loan application. The undersigned authorize any person or consumer reporting agency to give you any information it may have on the undersigned. Each of the undersigned authorizes you to answer questions about your credit experience with the undersigned. THE UNDERSIGNED, in applying for financial assistance from New America Corporation, recognizes that prior to receiving any financial assistance he or she will agree to comply with all federal, tribal, state and local laws and regulations to the extent that such are applicable.

Name of Business

Signature/Title

Date

Signature/Title

New America Corporation (NAC) is an equal opportunity lender. New America Corporation does not discriminate on the grounds of race, color, religion, gender, marital status, disability, or national origin. NAC is an equal opportunity provider and employer.

Personal Financial Statement

As of ____ ____

Complete this form for (1) each proprietor, or (2) each limited partner who has ownership in the business, and each general partner, or (3) each stockholder, or (4) any other person or entity providing a guaranty of the loan.

| | |
|-------------------------------------|--------------------|
| Name | Business Phone |
| Residence Address | Residence Phone |
| Business Name of Applicant/Borrower | Business Phone/Fax |

| ASSETS | LIABILITIES |
|--|---|
| Cash on hand in banks \$ _____ | Notes Payable (Section 2) \$ _____ |
| Savings accounts and CDs _____ | Auto Loans – Monthly Payment \$ _____ |
| Life Insurance – Cash Value only (Section 8) _____ | Credit Cards – Monthly Payment \$ _____ |
| Accounts & Notes Receivable _____ | Other Installment Loans (Section 2) _____ |
| IRA and other Retirement Accounts _____ | Loan on Life Insurance or Retirement _____ |
| Stocks & Bonds (Section 3) _____ | Unpaid Taxes (Section 6) _____ |
| Real Estate (Section 4) _____ | Mortgages on Real Estate (Section 4) _____ |
| Automobile Yr./Make _____ | Other Debt (Section 7) _____ |
| Automobile Yr./Make _____ | Guarantor on Someone Else's Loan _____ |
| Other Personal Property (Section 5) _____ | Total Liabilities _____ |
| Other Assets (Section 5) _____ | Net Worth (Total Assets – Total Liabilities) _____ |
| Total Assets _____ | Debt/Worth (Total Liabilities/Net Worth) _____ |

| Section 1. Annual Household Income | Annual Household Expenses |
|--|---|
| Base Salary \$ _____ | Mortgage/Rental Payment \$ _____ |
| Spouses/Other Base Salary _____ | Loan Payments _____ |
| Bonus/Commissions _____ | Credit Card Payments – Other debt _____ |
| Alimony/Child Support _____ | All Taxes (property, income, etc.) _____ |
| Real Estate & Investment Income _____ | Living Expenses (include insurance, utilities, food, clothing, etc) _____ |
| Other Income (Describe below) _____ | Alimony/Child Support _____ |
| Total Annual Household Income _____ | Total Annual Household Expenses _____ |

Description of Other Income in Section 1

| Section 2 – Loans Payable to Bank and Others (Use attachments as necessary. Each attachment must be identified as a part of the statement, signed and dated.) | | | | | |
|---|------------------|-----------------|----------------|-------------------|--|
| Name and Address of Noteholder(s) | Original Balance | Current Balance | Payment Amount | Payment Frequency | How Secured or Endorsed & Type of Collateral |
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Section 3 – Stocks & Bonds (Use attachments as necessary. Each attachment must be identified as a part of the statement, signed and dated.)

| Number of Shares | Name of Securities | Cost | Market Value Quotation or Exchange | Date of Quotation or Exchange | Total Value |
|------------------|--------------------|------|---------------------------------------|----------------------------------|-------------|
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Section 4 – Real Estate Owned (List each parcel separately. Each attachment must be identified as a part of the statement, signed and dated.)

| Type of Property Address of Property | Date Purchased | Original Cost | Present Market Value | Mortgage Balance | Monthly Payments | Monthly Rental Income | Name & Address of Mortgage Lender |
|---|-------------------|------------------|----------------------------|---------------------|---------------------|-----------------------------|--------------------------------------|
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Section 5 – Other Personal Property & Other Assets including business investments not described above (Describe, and if any is pledged as security, provide details of debt in Section 2 above. If assets are pledged for the debt of others, state name and address of lienholder, amount of lien, terms of payment, and if delinquent, describe delinquency.)

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

Section 7 – Other Debt (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 New America Corporation to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify that the statements contained in the attachments and above are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan, equity capital, a guaranty or some other financial accommodation. I understand false statements may result in forfeiture of benefits and possible prosecution.

Have you ever filed bankruptcy? Yes _____ No _____ Do you have a will? Yes _____ No _____
 Do you have life insurance? Yes _____ No _____ Do you have disability insurance? Yes _____ No _____

Signature: _____ Date: _____ Social Security #: _____

Signature: _____ Date: _____ Social Security #: _____