



# Coastal Area District Development Authority

## Checklist for Items needed to review RLF Loan or SBA Loan

### For All Loan Request:

	Summary of Loan Request
	Type of Project
	Location
	Who's the Borrowing Entity
	Use of Proceeds
	Amount & Source of Down payment
	Amount of Loan
	Day-to-day Manager, etc.
	Business Plan, if start-up (If borrower does not have, refer to Small Business Development Centers.)
	History of Business
	When Established
	Number of Employees
	Area of Operation
	Types of Services provided
	Day-to-day management
	Competition
	Personal Financial Statement for all owners with 20% or more ownership. (SBA form 413 attached or <a href="https://www.sba.gov/sites/default/files/forms/SBA_Form_413_7a-504-SBG.pdf">https://www.sba.gov/sites/default/files/forms/SBA_Form_413_7a-504-SBG.pdf</a> )
	Resume on all owner(s)/management (Personal Profile form attached.)
	Declaration of Principal Owners, Officers, & Directors (Form attached or <a href="https://www.sba.gov/sites/default/files/forms/SBA%20Form%20912%20202-13.pdf">https://www.sba.gov/sites/default/files/forms/SBA%20Form%20912%20202-13.pdf</a> . Please note that any "yes" responses require written explanation.)
	Personal Tax Returns: Most recent 3 years on all owners/applicants with 20% or more ownership.
	Corporate Tax Returns: Most recent 3 years on business/borrowing entity
	Current Operating Statement and Balance sheet on business/borrowing entity (no older than 60 days)
	Copies of all notes/obligations of business, with balances corresponding to the current balance sheet being submitted.
	Aging of Accounts Receivable and Accounts Payable (if balance sheet is prepared on "Accrual" basis). This should reconcile to current balance sheet being submitted.
	Corporate Tax Returns on all affiliate businesses-Most recent 2 years. (Refer to Schedule E on Personal Tax Return for companies which SBA will require tax returns.)

***Please add the following based on type of project:***

### If Acquiring Existing Business:

	Copy of Sales Agreement detailing assets to be purchased and corresponding cost for each.
	Copy of most recent appraisal on land/building (if applicable, and if available)
	Copy of lease (if project involves leased space)
	Business Valuation. (If "Goodwill" is involved and exceeds \$250M, a Business Valuation must be prepared by certified, third party and submitted along with the SBA application.)
	Most recent 3 years tax returns on business being acquired.
	Source and amount of down-payment/equity injection. If portion includes "seller-financing", please provide letter from seller outlining amount and terms.

**Checklist for Items needed to review RLF Loan or SBA Loan continued.**

<b>If Debt Consolidation/Refinancing:</b>	
	Copies of all notes/obligations of company. Please note the ones to be refinanced/consolidated.
	If participating lender on SBA 7A loan is refinancing its own debt, please include the loan history on each corresponding note. (Please note that in order to be eligible for refinancing; the participating lender's loan cannot have any payments over 30 days late for previous 36 mos.)
<b>If Purchasing Fixed Assets Only:</b>	
	Copy of Sales Agreement on land/building to be purchased
	Copy of most recent appraisal (if available)
	Vendor quote on machinery/equipment to be purchased
	Source and amount of down-payment/equity injection. If portion includes "seller-financing", please provide letter from seller outlining amount and terms.
<b>If Start-up Business:</b>	
	Copy of Business Plan to include the following: (If assistance is needed with business plan, please see <a href="http://www.georgiasbdc.org">www.georgiasbdc.org</a> / <a href="http://www.americassbdc.org">www.americassbdc.org</a> .)
	Proposed owners & percentages of ownership
	Projected Operating Statement for first two years, with detailed assumptions. The first year should be on month-to-month basis.
	Details of project cost (i.e. land/building purchase, renovation cost, leasehold improvements, purchase of equipment, inventory, working capital, etc.)
	Source and amount of down-payment/equity injection. If portion includes "seller-financing", please provide letter from seller outlining amount and terms.
	Types of services to be offered & service area
	Competition
	Days/hours of operation
	Proposed management/qualifications & experience
	Copy of Proposed Lease Agreement (if planning to lease space)
	Copy of Sales Agreement (if purchasing land/building)
<b>If requesting Working Capital Only:</b>	
	12-month projected Cash Flow Analysis which justifies the amount being requested. (The company's CPA should be able to assist with this, or you may contact your local Small Business Development Center. To find a location near you, visit: <a href="http://www.americassbdc.org">www.americassbdc.org</a> .)

**NOTE:** All loans require a bank willing to fund the loan, subject to either the participation of CADDAs RLF Program or a guaranty from the Small Business Administration. Your information can be reviewed by CADDAs to determine eligibility and financial feasibility, however, a commitment letter from a bank must be obtained before the application can receive final approval. Should you have any questions, please feel free to contact CADDAs at:

**Brunswick Office:**  
 501 Gloucester St., Suite 201  
 Brunswick, GA 31520  
 912-261-2500 ph. | 912-261-0032 fax  
[www.cadda-sba.org](http://www.cadda-sba.org)

**Savannah Office:**  
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