OPERATING COMPANY INFORMATION

Business Name _____ Structure: ___ Corporation ___ Partnership ___ Sole Prop ___ LLC

Address _____ City _____ State _____ Zip _____

Tax ID # _____ Date Established _____ Website _____

Contact Person _____ Phone: (___) _____ Fax (___) _____ E-mail _____

OPERATING COMPANY OWNERSHIP (Please complete Addendum A for each 20% or more owner of the business)

Name _____ Title _____ % Ownership _____ E-mail _____

Name _____ Title _____ % Ownership _____ E-mail _____

Name _____ Title _____ % Ownership _____ E-mail _____

Name _____ Title _____ % Ownership _____ E-mail _____

Name _____ Title _____ % Ownership _____ E-mail _____

PROJECT INFORMATION (Actual location of business)

Address _____ City _____ State _____ Zip _____

Size (sq. ft.) of the proposed facility? _____

BORROWING COMPANY INFORMATION (if different from above - use if a real estate holding company is applicable)

Business Name _____ Structure: ___ Corporation ___ Partnership ___ Sole Prop ___ LLC

Address _____ City _____ State _____ Zip _____

Tax ID # _____ Date Established _____ Website _____

Contact Person _____ Phone: (___) _____ Fax (___) _____ E-mail _____

BORROWING COMPANY OWNERSHIP (Please complete Addendum A for each 20% or more owner of the business)

Name _____ Title _____ % Ownership _____ E-mail _____

Name _____ Title _____ % Ownership _____ E-mail _____

Name _____ Title _____ % Ownership _____ E-mail _____

Name _____ Title _____ % Ownership _____ E-mail _____

Name _____ Title _____ % Ownership _____ E-mail _____

DETAIL OF PROPOSED USES OF FUNDS (PROJECT COSTS)

A. REAL ESTATE (New Purchase) — COMMENTS

Address: _____ $ _____ _____
(Complete Addendum C Section 2)

Total Cost $ _____

B. NEW CONTRUCTION (to include remodeling & improvements)

Land: New Purchase $ _____ _____
(Complete Addendum C Section 3)

Land: Previously Acquired $ _____ _____
(Complete Addendum C Section 3)

Building - New Construction Contract $ _____ _____

Remodeling Costs $ _____ _____

Leasehold Improvements $ _____ _____

Other (specify) $ _____ _____

Total Cost $ _____

C. MACHINERY/EQUIPMENT/FURNITURE/FIXTURES

Machinery (provide list) $ _____ _____

Equipment (provide list) $ _____ _____

Furniture $ _____ _____

Fixtures $ _____ _____

Other (specify) $ _____ _____

Total Cost $ _____

D. OTHER

Acquisition of Existing Business $ _____ _____

Inventory Purchase $ _____ _____

Debt Refinancing $ _____ _____
(Complete Addendum B & Addendum C Section 4)

Working Capital $ _____ _____

Total Cost $ _____

TOTAL ESTIMATED PROJECT COST $ _____

LESS OWN CASH/EQUITY TO BE USED IN PROJECT $ _____

TOTAL LOAN REQUESTED FOR THE PROJECT $ _____

Brief Description of Project: _____

_____

_____

_____

SOURCE OF EQUITY INJECTION

Cash $_____ Please provide a current bank statement verifying the funds are available.

Gift $_____ Please provide a copy of the gift letter as well as a current bank statement verifying the funds are available from the person giving the gift funds.

Seller $_____ Please provide a copy of the seller financing note outlining all terms and conditions.

EMPLOYEE QUESTIONNAIRE

Total Number of Existing Employees _____

The number of new employees anticipated as result of this project within the next two years:

Number of New Employees	Job Type

HISTORY AND NATURE OF YOUR BUSINESS

When was your company established and by whom? _____

When was current ownership structure established? _____

What products or services do you provide? (Enclose any catalogs or brochures) _____

What is your geographic market area? _____

Who are your major customers?

NAME	CITY, STATE, OR COUNTRY	PERCENT (%) SALES

Who are your major suppliers?

NAME	CITY, STATE, OR COUNTRY	PRODUCT PURCHASED

HISTORY AND NATURE OF YOUR BUSINESS (Continued)

Who are your major competitors?

NAME	CITY, STATE, OR COUNTRY	COMPETING PRODUCT

How will the proposed SBA loan change or aid in the growth of your business? _____

ADDITIONAL QUESTIONS

a. Are you or any owner delinquent on any business or personal taxes? ☐ Yes ☐ No

b. Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings? ☐ Yes ☐ No

c. Are you or your business involved in any pending lawsuits? ☐ Yes ☐ No

d. Does any applicant or their spouse or any member of their household, or anyone who owns, manages or directs your business or their spouses or member of their households, work for the Small Business Administration, Small Business Advisory Council, SCORE or ACE, any Federal Agency, or the participating lender? ☐ Yes ☐ No

e. Do you buy from, sell to, or use the services of any concern in which someone in your company has a financial interest? ☐ Yes ☐ No

f. Is this business a start-up or has it operated less than 24 months? ☐ Yes ☐ No
If Yes, please complete Addendum C Section 1

g. Is this business a franchise? ☐ Yes ☐ No
If Yes, franchise name _____ (Please provide a copy of the agreement)

h. Does your business presently, or will it as a result of this loan, engage in export trade? ☐ Yes ☐ No
If Yes, total export sales this loan would support $_____

i. Does your company or any owner own title to a patented, trademarked, or copyrighted product? ☐ Yes ☐ No

j. Does your company or any owner have an existing or prior SBA or other government loan? ☐ Yes ☐ No
If Yes, please complete Addendum D

k. Does or will the company lease any real estate for operations? ☐ Yes ☐ No
If Yes, please provide a copy of the Current or Proposed Lease

FOR EACH 20% OR MORE OWNER OF THE APPLICANT BUSINESS

Name _____ Title _____ % Ownership _____ E-mail _____

Address _____ City _____ State _____ Zip _____

DOCUMENTATION CHECKLIST

☐ **SBA Form 1919** (Form provided in Application packet)

☐ **SBA Form 413** - If married spouse must sign and date the form as well. (Form provided in Application packet)

☐ **SBA Résumé** (Form provided in Application packet)

☐ **Credit Authorization (**Form Provided in Application packet)

☐ Complete **Personal Tax Returns** for the past 3 years

☐ **W-2's** for both spouses, for the last fiscal year

AFFILIATE BUSINESSES

Do you hold any ownership in any other businesses? ☐ Yes ☐ No

If Yes, please complete and provide the following for each business:

Business Name _____ Structure: ___ Corporation ___ Partnership ___ Sole Prop ___ LLC

Address _____ City _____ State _____ Zip _____

Title _____ % Ownership _____ Tax ID # _____ Date Established _____

Total Number of Existing Employees _____

☐ Complete **Business Tax Returns** for the past 3 years

☐ Interim **P&L** and **Balance Sheet** (Current within the last 30 days)

☐ **Business Debt Schedule** (Form provided in Application Packet)

PERSONAL INCOME/EXPENSE ANALYSIS

Income	**Monthly**
Gross Salary (Principal)	$ _____
Gross Salary (Spouse)	$ _____
Rental Income (Gross)	$ _____
Interest Income (Recurring)	$ _____
Other Income	$ _____
Total Income	$ _____

Expenses	**Monthly**
Mortgage/Rent Payment	$ _____
2nd Mortgage	$ _____ HELOC ☐ Yes ☐ No
Mortgage (2nd Home)	$ _____
Auto Loans (Including Leases)	$ _____
Installment Loans	$ _____
Credit Card Debt	$ _____
Utilities/Phone	$ _____
Insurances (All Personal)	$ _____
Food (Estimate)	$ _____
Property Taxes	$ _____
Alimony	$ _____
Child Support	$ _____
Child Care	$ _____
Other Expenses (_____)	$ _____
Total Expenses	$ _____

Total Income Less Total Expenses $ _____

I hereby certify that the enclosed information (plus any attachments or exhibits) is valid and correct to the best of my knowledge.

Signature of Applicant _____ Date _____

Addendum B

BUSINESS DEBT SCHEDULE

List all Installment Debts, Notes Payable, Contracts, and Mortgages
Do not include Accounts Payable or Accrued Liabilities.

Business Name _____ As of Date _____

Please star (*) any SBA loans and complete Addendum F.

Creditor Name	Original Date	Original Amount	Term	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Collateral	Loan Purpose
*Total Present Balance					Total Monthly Payment				

* Total must agree with the balance shown on your most recent business financial statement.

NOTES AND COMMENTS:

_____

This information is certified to the best of my knowledge. SIGNED _____ DATE _____

SBA FUNDING DEPOT℠

Addendum C

Section 1: Business Start-Up

Documentation Checklist:

- ☐ Business Plan
- ☐ 3 year projections (First two years must be monthly)
- ☐ Written narrative explaining the assumptions used to formulate the projected income & expenses for each year
- ☐ Corporate Docs & Tax ID #

Section 2: Real Estate Purchase

Documentation Checklist:

- ☐ Executed Purchase Contract or Executed Letter of Intent

Section 3: New Construction

Documentation Checklist:

- ☐ Executed Land Purchase Contract or Executed Letter of Intent

  If the Land was previously acquired:

  a. What Month & Year was the land acquired? _____

  b. What was the purchase price of the land? _____

  c. What is the anticipated current market value of the land? _____

  d. Who is the legal owner of the land? _____

- ☐ Construction Contract or Bid
- ☐ Breakdown of Construction Costs

Section 4: Debt Refinancing

Documentation Checklist:

- ☐ Copy of the Original Note to be refinanced including all modifications, extensions, and renewals

  What was the original use of funds? _____

  What is the collateral on the existing Note? _____

  Is any debt being refinanced credit card debt? ☐ Yes ☐ No

  If Yes, provide the most recent statement for each credit card account

  IF THE CREDIT CARD IS A PERSONAL ACCOUNT, PLEASE PROVIDE RECIEPTS VERIFYING THE PURCHASES WERE FOR BUSINESS PURPOSE. The receipts must total the full amount being refinanced.

SBA FUNDING DEPOT℠

Addendum D

PREVIOUS GOVERNMENT FINANCING

List any previous government financing received by the applicant small business concern or any affiliated company of the applicant as well as any associate or principal of the applicant.

*Loan Status: **CU**rrent, **DE**linquent, **PAID** in full, or **CH**arged off*

Agency Name and SBA Loan #	Borrow er's Name	Date of Application	Original Amount	Outstanding Balance	Loan Status	Collateral	$ Amount of Loss to the Government

Other Information, explanations, or comments:

I certify that the above fairly and accurately reflects any and all previous and current government financing.

Signature _____ Title _____ Date _____

Signature _____ Title _____ Date _____

Signature _____ Title _____ Date _____

Signature _____ Title _____ Date _____

SBA FUNDING DEPOT℠

Credit Authorization

The undersigned authorizes Southern States Bank ("Lender") / or its assignees to make such inquiries and gather such information as the lender deems necessary and reasonable concerning and information provided to the lender on this Application or on any such required document, including inquiries to the Internal Revenue Service, and any local Credit Bureau Reporting Agencies. The undersigned further agrees to notify the Lender of any material change in any such information. Please note, by signing this authorization your credit report will be pulled and there will be a non-refundable $25 fee incurred.

BY (AUTHORIZED SIGNATURE) _____ DATE _____

PRINT NAME: _____

ADDRESS _____

SOCIAL SECURITY NUMBER _____