



504 LOAN APPLICATION CHECKLIST

Checklist: Please provide the following documents and information.

Important: Please sign and date the first page of each tax return or business financial statement that you submit with this application.

Please fax to: 703-352-0504 or mail to BFG, 3930 Pender Drive, Suite 300, Fairfax, VA 22030.

NOTE: INDICATES INFORMATION REQUIRED WITH ALL LOAN APPLICATIONS

BUSINESS INFORMATION

- Business Financial Statements for the last 2 (two) years.
- Business Tax Returns for the last 2 (two) years.
- Business Interim Financial Statements (current within 120 days)
**Balance Sheet, Income Statement, Aging of Accounts Receivable & Accounts Payable
- Business Debt Schedule (form attached)
- Projections (required for start-ups or businesses involved in a major expansion - form attached)
- Month-by-Month Cash Flow Projection (ONLY for start-ups – form attached)

PERSONAL INFORMATION

- Personal Financial Statement (current within 90 days – form attached – may use Bank Form)
- Personal Federal Income Tax Returns (for the last year)
- Personal Information Sheet (form attached)

PROJECT COST INFORMATION

- Purchase Agreement
- Construction Cost Budget
- Equipment Bids

OTHER INFORMATION

- Affiliate Financial Statements (Federal Income Tax Returns for the last 2 years)
- Franchise Information – Franchise Agreement & FTC Disclosure Statement provided by the Franchisor
- IRS Form 4506-T (form attached, please sign and date, we will fill out the rest of the form)
- Other

BUSINESS FINANCE GROUP INFORMATION

- Assistance Agreement
- Application Deposit payable to Business Finance Group, Inc. - \$1,500