



## Apply Online

You may also submit your loan application and supporting documentation online. Visit [www.nybdc.com](http://www.nybdc.com) or [www.the504company.com](http://www.the504company.com) and click “**Apply**” to be taken to our secure online application portal.

## BEFORE YOU BEGIN

This application overview will help you understand what information we will collect in order to process your application.

### I. Authorization

This gives us permission to begin the underwriting and due diligence process including requesting relevant business and personal credit reports.

### II. Company Profile

This section provides valuable information related to the ownership of your company, its legal address and tax information necessary for the processing of your loan.

### III. Management

This section provides insights into the relevant experience and education management brings to the business.

### IV. Personal Cash Flow

This section helps us determine the amount of personal income an applicant currently earns to cover personal debts and living expenses.

### V. Project Costs

This section details how much a business applicant needs and what the business plans to do with loan proceeds.

### VI. Business Debt

This section helps us determine a business’ ability to repay both existing and the proposed debt.

### VII. Additional Forms

This section provides details on additional forms we use in connection with an applicant.

### VIII. Disclosures

Things you should know when applying for business debt.

*Application fees range from \$500 to \$2,500 depending on the type and size of the loan request. Note that fees paid toward an SBA 504 loan shall be a deposit against the fee and shall be refunded upon the funding of the SBA 504 loan. Your loan officer can provide you with specific application fee information.*

# I. AUTHORIZATION

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By checking this box and submitting this form, in connection with this loan application and any update, extension or modification, the undersigned authorizes the Lender to make all inquiries it deems necessary to verify the accuracy of the information provided herein and to determine creditworthiness including, without limitation, obtaining consumer and/or business credit reports regarding the applicant or any entity with whom they may be affiliated.

I certify that I am not delinquent more than 60 days under the terms of any (a) administrative order, (b) court order, or (c) repayment agreement requiring payment of child support.

I certify that I have never caused the government a loss as a result of a prior borrowing relationship (whether a direct business or personal loan), a loan in which I was a guarantor, or a loan to a business in which I had an ownership interest. Loans include but are not limited to student loans, government guaranteed residential mortgages and business loans, both direct or government guaranteed.

The undersigned hereby certifies that the enclosed application information, including all attachments, is true, accurate, and complete as of the date of this application. The undersigned understands that false statements may result in the denial of the loan request.

_____ APPLICANT/GUARANTOR (PLEASE PRINT)	_____ APPLICANT/GUARANTOR SIGNATURE	_____ DATE
_____ APPLICANT/GUARANTOR (PLEASE PRINT)	_____ APPLICANT/GUARANTOR SIGNATURE	_____ DATE
_____ APPLICANT/GUARANTOR (PLEASE PRINT)	_____ APPLICANT/GUARANTOR SIGNATURE	_____ DATE
_____ APPLICANT/GUARANTOR (PLEASE PRINT)	_____ APPLICANT/GUARANTOR SIGNATURE	_____ DATE
_____ APPLICANT/GUARANTOR (PLEASE PRINT)	_____ APPLICANT/GUARANTOR SIGNATURE	_____ DATE

## II. COMPANY PROFILE

Legal Company Name:			
Email:		Address Line 1:	
Website:		Address Line 2:	
Phone:	Tax ID #:	City:	State:
Business: <input type="checkbox"/> Existing <input type="checkbox"/> New	DUNS #*:	County:	Zip:
Entity: <input type="checkbox"/> Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> LLC /LLP			
# of existing employees:		# of employees after loan:	

\*If you do not have a DUNS #, you can request one here: <http://www.dnb.com/get-a-duns-number.html>

Company Ownership						
Please list all owners. Attach an additional sheet if necessary.						
Name	Title	% of Ownership	Social Security #	Minority	Woman	Veteran
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you are a veteran, please include a copy of your DD-214 Certificate of Discharge with your application.

### Affiliate Companies

Does the company or any of the individuals listed in the ownership section above have any ownership interest in or control of any other company? If yes, please list below. Attach additional sheet if necessary.


Is the company, affiliated companies, officers of the companies, or guarantors involved in pending lawsuits?

Yes (if yes, please explain below)  No

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### III. MANAGEMENT

**\*\*PLEASE COMPLETE A SEPARATE MANAGEMENT PROFILE FOR ALL OWNERS\*\*  
OF 20% OR GREATER AND FOR ANY KEY EMPLOYEES\*\***

#### MANAGEMENT PROFILE:

Legal Name:		Residential Address:	
DOB:	SSN:	Address Line 2:	
Home Phone:	Cell Phone:	City:	State:
Email Address:		County:	Zip:
US Citizen:*	Resident Alien #:	Picture ID Type:	Picture ID #:
<input type="checkbox"/> Yes		<input type="checkbox"/> Passport	
<input type="checkbox"/> No		<input type="checkbox"/> Driver's License	

*\*If no, include Resident Alien # and contact your loan officer for further instructions.*

Have you ever been convicted of any criminal offense other than a motor vehicle traffic violation?

Yes\* (if Yes, please explain below)     No

*\*A misdemeanor/felony does not disqualify an applicant. Per SBA guidelines, it's important we know all pertinent details.*

#### EXPERIENCE:

Fill out the information below **OR** attach a resume that includes the items below.

Education			
School Names	Dates Attended	Degree Attained or Certificates	
Work Experience			
Company Name	Position Title	Dates Position Held	Duties
Military Service			
Other Accomplishments and Abilities			

If your business is a start-up, what related experience do you have?

#### IV. PERSONAL CASH FLOW

Individual Name:	Spouse's Name:
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<b>Cash Income and Expenditure Statement</b>			
<b>Monthly Income</b>	<b>Amount (\$)</b>	<b>Monthly Expenditures</b>	<b>Amount (\$)</b>
Individual Salary		Taxes (Income and Other)	
Addl. Household Income		Rental Payments	
Bonus & Commissions		Mortgage Payments	
Rental Income		Residential Investment	
Interest Income		Property Taxes	
Dividend Income		Residential Investment	
Capital Gains		<b>Loan Payments</b>	
Partnership Income		Credit Card Payments	
Other Investment Income		Insurance	
Other Income (list below)		Alimony/Child Support	
		Tuition	
		Other Living Expenses	
		Medical Expenses	
		Auto Loan/Lease	
		Other Expenses (list below)	
<b>TOTAL INCOME</b>		<b>TOTAL EXPENDITURES</b>	
<b>TOTAL INCOME less TOTAL EXPENDITURES</b>			

Do monthly mortgage payments include real estate taxes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you had any past credit problems that we should be aware of?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please explain: <i>*This will <u>not</u> disqualify an applicant, but it is a factor in our analysis.</i>		
Have you co-signed on any loan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what is the amount: \$	For whom/what bank:	
Are your credit cards paid off in full on a monthly basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2017 annual salaries and wages:	Individual salary:	
	Addl. household income:	
Have you ever declared bankruptcy? <i>*This will <u>not</u> disqualify an applicant, but it is a factor in our analysis.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## V. PROJECT COSTS

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### USE OF FUNDS:

Land/Building Purchase:	\$
New Construction:	\$
Purchase of Equipment, Machinery, Furniture, Fixtures:	\$
Leasehold Improvements or Building Renovations:	\$
Working Capital:	\$
Inventory:	\$
Acquisition of Existing Business:	\$
Pay Off/Refinance Existing Business Debt:	\$
Soft Costs (SBA Guaranty & Closing Fees):	\$
Other:	\$
*Attach an additional sheet if needed	
<b>Total Project Costs:</b>	<b>\$</b>

### SOURCE OF FUNDS:

Equity Contribution (your contribution toward project)*	\$
Loan Requested	\$
Other:	\$
<b>Total Project Costs:</b>	<b>\$</b>

\*Please detail the sources of the equity contribution and provide three months bank statements as evidence of funds:

### LOAN DESCRIPTION:

How will a loan allow your business to grow? Please provide a detailed synopsis (attach additional sheet if needed):

## VI. BUSINESS DEBT

Include the following information for ALL installment debts, notes, contracts, and mortgages.

Current balance should match the current balance sheet. Include all capital leases shown on balance sheet (if any).

Do **NOT** include accounts receivable, accounts payable or personal debt.

Name of Creditor	Original Amount	Original Date	Current Balance	Interest Rate	Maturity Date	Monthly Payment	Collateral (A)	Status (B)
<b>Total Current Balance:</b>				<b>Total Monthly Payment:</b>				

(A) Use the following abbreviations for collateral: "A/R" for accounts receivable; "Inv." For inventory; "Equip" for furniture, machinery, or equipment; "R/E" for real estate; "Other" for all other collateral.

(B) Status: use "C" for current payments or "D" for delinquent payments.

### NOTES:

## VII. ADDITIONAL FORMS

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For our credit underwriting purposes we use several standard forms from the U.S. Small Business Administration. These forms are available from our loan officers and can also be downloaded from the NYBDC website at: <http://www.nybdc.com/how-can-we-help/forms.cfm>

### **Personal Financial Statement Form (SBA 413)**

This form needs to be completed and signed by the applicant and spouse (if applicable). Anyone who owns 20% or more of the business or operating company should complete the form.

### **Statement of Personal History Form (SBA 912)**

All owners of the business and/or operating company need to complete this form. If you are not a U.S. citizen, please attach a PDF copy of both the front and back of your registration card.

### **Request for Transcript of Tax Return (IRS 4506-T)**

Your loan officer will complete the upper portion of this form for each company you own. The form must be signed by the president of the company.

### **Borrower Information Form (SBA 1919)**

The purpose of this form is to collect identifying information about an applicant, loan request, indebtedness, information about principals, information about current, or previous government financing, and other disclosures.



## VIII. DISCLOSURES

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### **Equal Credit Opportunity Act Notice**

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract) because all or part of the applicant's income is derived from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law is the Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.

### **Requests for Statement of Specific Reasons for Declination**

In the event that the Loan Application is denied or other adverse action is taken on the application, the applicant has the right to a statement of specific reasons for denial or adverse action within thirty (30) days, if the statement is requested within sixty (60) days of the denial/notification. Requests for a statement of specific reasons should be addressed to Executive Vice President and Senior Loan Officer Andrew M. Linehan, New York Business Development Corporation, 50 Beaver Street, Albany, NY 12207.

### **Assistance in Completing Loan Application**

In order to complete your Loan Application, you do not have to employ an Agent or representative (including the Lender) to provide those services.

### **Fair Credit Reporting Act Disclosures**

#### **Information Reported to Consumer Reporting Agencies**

Under the Fair Credit Reporting Act, the applicant has the right to notify us if the applicant believes we have reported inaccurate information to any Consumer Reporting Agency. Such notices should be sent in writing and include the applicant's complete name, current address, social security number, telephone number, account number, type of account, specific item of dispute and the reason why it is believed the information was reported in error. Send notice to Executive Vice President and Senior Loan Officer Andrew M. Linehan, New York Business Development Corporation, 50 Beaver Street, Albany, NY 12207.

### **USA Patriot Act of 2001**

To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each person who receives a loan. We will ask for your name, address, date of birth, and other information that will allow us to identify you. We will also ask to see your driver's license or other identifying documentation.

### **USDA Non-Discrimination Statement**

This institution is an equal opportunity provider and employer.

### **Money Service Business**

The applicant shall disclose whether or not on a regular basis or as an organized business who serves as a check casher, currency dealer or exchanger, issuer of traveler's checks, money orders or stored value cards, seller or redeemer of traveler's checks, money orders, or stored value cards, money transmitter and the U.S. Postal Service provided that the person or entity conducts more than \$1,000 in business with one person in one or more transactions (in one or more categories) on any one day. Notwithstanding the foregoing, there is no activity threshold or minimum dollar amount applicable to a money transmitter. In the event that the applicant is a Money Service Business, the applicant will provide proof that it has registered as such and the nature of the applicant's compliance with the requirements of the rules and regulations promulgated by the Department of the Treasury's Office of Foreign Asset Control.

## ABOUT US

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We are mission-driven alternative lenders that provide creative financing solutions to help small businesses thrive. Throughout our 63-year history, we have provided thousands of small businesses—including start-ups, mature businesses, and minority- and women-owned businesses—with access to loans when they do not meet the requirements for traditional financing. We offer access to a suite of alternative financing options that includes SBA 504, 7(a) and Community Advantage loans, as well as online loans.

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### NEW YORK

#### **ALBANY**

50 Beaver Street  
Albany, NY 12207  
(518) 463 - 2268

#### **BUFFALO**

300 International Dr. Ste 126  
Williamsville, NY 14221  
(716) 626-3423

#### **BINGHAMTON**

5 South College Drive  
Binghamton, NY 13901  
(607) 584-3397

#### **LONG ISLAND**

534 Broadhollow Rd. Ste 430  
Melville, NY 11747  
(516) 845-2700

#### **NEW YORK CITY**

5 Hanover Sq. Ste 1500  
New York, NY 10004  
(212) 785-5642

#### **ROCHESTER**

70 Linden Oaks, 3<sup>rd</sup> Floor  
Rochester, NY 14625  
(585) 662-4150

#### **SYRACUSE**

235 Harrison Street  
Syracuse, NY 13202  
(315) 453-8195

#### **WHITE PLAINS**

44 Hamilton Avenue  
White Plains, NY 10601  
(914) 358-6404

### PENNSYLVANIA

#### **PITTSBURGH**

2009 Mackenzie Way  
Cranberry, PA 16066  
(855) 504-7366

#### **PHILADELPHIA**

1515 Market St. Ste 1200  
Philadelphia, PA 19102  
(855) 504-7366

### NEW JERSEY

#### **FORT LEE**

2050 Center Avenue  
Fort Lee, NJ 07024  
(201) 346-0300

#### **JERSEY CITY**

Harborside Financial Center  
Jersey City, NJ 07311  
(201) 633-8716