



**EASTERN AMERICAN CDC**  
Federally Chartered Certified Development Company

---

• 438 Broad Ave, Palisades Park, NJ 07650 • Tel: (201) 585-0136 • www.ea504.org

**INITIAL DOCUMENT LIST**

**Financial Documents**

1. Most Recent 3 Years Personal Tax Returns
2. Most Recent 3 Years Business Tax Returns (20% or more ownership)
3. Most Recent 3 Years All Affiliated Companies Business Tax Returns (20% or more ownership)
4. Most Recent 3 Months Personal Bank Statements
5. Most Recent 3 Months Business Bank Statements
6. Most Recent Mortgage Statement
7. Most Recent Loan Statement

**Application Form Attached**

- A. 504 Real Estate Loan Application
- B. SBA Form 413 Personal Financial Statement
- C. SBA Form 912 Statement of Personal History
- D. 4506-T
- E. Business Debt Schedule
- F. Authorization for Credit Report
- G. Prior Government Financing

## CDC/504 Loan Program Fact Sheet

SBA's CDC/504 Loan Program provides financing for the purchase of fixed assets, which usually means real estate, buildings and machinery, at fixed, low rates.

### CDC/504 Basics

#### What is a CDC?

A Certified Development Company (CDC) is typically a nonprofit corporation set up to contribute to the economic development of its community. These mission-based lenders are located nationwide and operate primarily in their state of incorporation.

#### What is the CDC/504 Loan Program?

CDCs work with SBA and private-sector lenders to provide financing to small businesses through the CDC/504 Loan Program, which provides growing businesses with long-term, fixed-rate financing for major fixed assets, such as land and buildings.

#### What are the typical components of a CDC/504 loan?

A typical 504 loan structure includes:

- A loan secured from a private sector lender with a senior lien covering up to 50% of the project cost
- A loan secured from a CDC (backed by a 100% SBA-guaranteed portion of the loan) with a junior lien covering up to 40% of the total cost
- A contribution from the borrower of at least 10% equity

#### Use of CDC/504 Loan Proceeds

A 504 loan can be used for:

- The purchase of land, including existing buildings
- The purchase of improvements, including grading, street improvements, utilities, parking lots, and landscaping
- The construction of new facilities or modernizing, renovating or converting existing facilities
- The purchase of long-term machinery and equipment
- Leasehold improvements

### CDC/504 Loan Program Eligibility

To be considered for a CDC/504 loan, applicants must meet the following eligibility requirements:

- Operate as a for-profit company
- Do business in the United States
- Has a tangible net worth less than \$15 million, and an average net income less than \$5 million after taxes for the preceding two years
- Not engaged in speculation or investment in rental real estate, illegal activities, loan packaging, multi-sales distribution, or gambling
- No available funds from other sources, including from the individual owners or company itself
- Ability to repay the loan on time from the projected operating cash flow of the business
- Good character, defined as the historical willingness and ability to pay debts and abide by laws
- Relevant management expertise
- Feasible business plan supported by realistic assumptions

### CDC/504 Loan Amounts, Interest Rates & Fees

#### Loan Amounts

Maximum loan amounts are determined by how funds will be used based on which of the following goals they support:

##### 1. Job Creation

The maximum 504 portion of the loan is \$5 million for meeting the job creation criteria or community development goal. Generally, the business must create or retain one job for every \$65,000 provided by SBA (\$100,000 for small manufacturing).

##### 2. Public Policy

The maximum 504 portion of the loan is \$5 million if a project meets one of 14 Public Policy or Community Development Goals found in 13 CFR 120.862.

**Pro Tip:** If the Energy Public Policy goals for energy reduction or upgrades of renewable energy sources are met, the maximum 504 portion of the loan is \$5.5 million.

##### 3. Small Manufacturing

The maximum 504 portion of a loan for small manufacturers is \$5.5 million. A small manufacturer is defined as a company that has its primary business classified in sectors 31, 32, or 33 of the North American Industrial Classification System (NAICS) and all of its production facilities are located in the U.S. To qualify for a \$5.5 million 504 loan, the business must either:

- Create or retain at least one job per \$100,000 guaranteed by the SBA in two years **OR**
- Meet one of the Public Policy or Community Development Goals

**Pro Tip:** An applicant that meets a Public Policy or Community Development goal can be eligible for a 504 loan, even if it does not meet the job creation or retention requirements.

#### Collateral

Generally, the project assets being financed are used as collateral. Personal guarantees of the principal owners are also required.

#### Maturity

10 for machinery & equipment; 20 years for real estate.

#### Interest Rates

Pegged to an increment above the current monthly market rate for 5-year and 10-year U.S. Treasury issues.

#### Fees

Approximately 3% of the 504 portion of the loan, and may be financed with the loan.



**EASTERN AMERICAN CDC**  
Federally Chartered Certified Development Company

---

• 438 Broad Ave, Palisades Park, NJ 07650 • Tel: (201) 585-0136 • www.ea504.org

**FULL DOCUMENT LIST**

1. SBA Loan Application Packages with copy of IDs (front & back)
  2. Subject Business Tax Return for 3 years
  3. Personal Tax Return for 3 years\_ All Guarantors (20% or more ownership)
  4. All Affiliate Business Tax Return for 3 years
  5. All businesses' Interim Financial Statements (Balance Sheet and Income Statement) dated within 60 days
  6. Aging of Accounts Payable & Receivable and Inventory Reports dated within 30 days, if applicable
  7. 3 years Projections
  8. Source of Down Payment
    - Business and Personal Bank Statements for last 3 months
  9. Contract of Sales with copy of initial deposit check
  10. Lease Agreement\_ Subject business and All affiliate businesses
  11. Legal Entity Documents
    - For Corporation: Articles of Incorporation, Business Registration, SS-4, Minutes & By Laws
    - For LLC: Articles of Organization, Business Registration, SS-4, Operating Agreement
  12. If the Application is for a Construction or Renovation loan, please provide:
    - Estimated Cost of Project
    - Contract with General Contractor & Architecture
    - Construction or Renovation Plans and Specifications
  13. If the business is Franchise, please provide:
    - The Franchise Agreement
    - Certification of Franchise Doc.
  14. Most Recent Mortgage Statement (if any)
  15. Business Debt Schedule with Most Recent Loan Statement (if any)
    - Additional documents may be required upon our full review.
-

504 Real Estate Loan Application

Company Information

Company Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Principal in charge \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Secondary contact person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

(IN-HOUSE CONTROLLER OR BOOKKEEPER)

email \_\_\_\_\_

Type of business \_\_\_\_\_ Date established \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Existing \_\_\_\_\_ After this Loan

Type of entity (check one) Proprietorship Partnership Corporation LLC

Company Ownership

Name \_\_\_\_\_ Title \_\_\_\_\_ % of Ownership \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ % of Ownership \_\_\_\_\_

If a corporation, please indicate who is President and Secretary

Affiliate Businesses IF APPLICABLE

Name \_\_\_\_\_ Owner \_\_\_\_\_ % of Ownership \_\_\_\_\_

Existing Business Location(s)

Address \_\_\_\_\_ Square feet \_\_\_\_\_ Lease payment \_\_\_\_\_ Lease expiration \_\_\_\_\_

Replaced by new facility?  Yes  No

Address \_\_\_\_\_ Square feet \_\_\_\_\_ Lease payment \_\_\_\_\_ Lease expiration \_\_\_\_\_

Replaced by new facility?  Yes  No

References

Bank Contact \_\_\_\_\_ Name & Phone: \_\_\_\_\_

Accountant \_\_\_\_\_ Firm name \_\_\_\_\_ Phone \_\_\_\_\_

Attorney \_\_\_\_\_ Firm name \_\_\_\_\_ Phone \_\_\_\_\_

Broker \_\_\_\_\_ Firm name \_\_\_\_\_ Phone \_\_\_\_\_

**Nature of Your Business**

Nature of your business \_\_\_\_\_

Type of products or services (include any catalogs or brochures) \_\_\_\_\_

Geographic market area \_\_\_\_\_

List key customers \_\_\_\_\_

List major competitors \_\_\_\_\_

**Project Information**

Street address of project \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

What is the square footage of the new building? \_\_\_\_\_ What is the square footage your company will occupy?\*

**\*Please note – we require your company to occupy 51% of an existing building and 60% of a new building, initially.**

Escrow closing date \_\_\_\_\_ Realtor's name \_\_\_\_\_ Phone \_\_\_\_\_

If known, how will the property be vested (i.e. individually, husband and wife, partnership, LLC, corporation, trust, etc.) \_\_\_\_\_

Please provide appropriate documentation (i.e. Partnership Agreement, LLC documents, Articles of Incorporation, Trust Agreement ...)

**Total Project Costs**

**Purchase existing building**

Purchase price ..... \$ \_\_\_\_\_  
 Tenant improvements ..... \$ \_\_\_\_\_  
 Equipment \* ..... \$ \_\_\_\_\_  
 Other ..... \$ \_\_\_\_\_  
 Total ..... \$ \_\_\_\_\_

**Construction project**

Land Acquisition ..... \$ \_\_\_\_\_  
 Construction Bid ..... \$ \_\_\_\_\_  
 Architects, permits, other Soft Costs ..... \$ \_\_\_\_\_  
 Equipment\* ..... \$ \_\_\_\_\_  
 Other ..... \$ \_\_\_\_\_  
 Total ..... \$ \_\_\_\_\_

\*Please note – equipment to be financed must have a useful life of 10 years or greater.

If there are any tenants that will remain in the building, please provide the following information: *Also, please have your realtor provide copies of all existing leases.*

Tenant name	Square footage	Lease expiration	Rent amount

**Personal Resumé Form** TO BE COMPLETED BY EACH PRINCIPAL INVOLVED IN THE LOAN. PLEASE MAKE COPIES AS NEEDED FOR EACH INDIVIDUAL

Name \_\_\_\_\_  
FIRST MIDDLE MAIDEN LAST

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_ Race \_\_\_\_\_ Social Security No. \_\_\_\_\_

U.S. Citizen Yes . No . If not, please provide alien registration number \_\_\_\_\_

Home address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To Present \_\_\_\_\_ Home phone \_\_\_\_\_ Business phone \_\_\_\_\_

Immediate past address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Are you employed by the U.S. Government? \_\_\_\_\_ If so, give the name of the agency and position \_\_\_\_\_

Spouse's Name \_\_\_\_\_  
FIRST MIDDLE MAIDEN LAST

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_ Race \_\_\_\_\_ Social Security No. \_\_\_\_\_

U.S. Citizen Yes . No . If not, please provide alien registration number \_\_\_\_\_

**Personal information**

*Be sure to answer the next three questions correctly because they are important. The fact that you have an arrest or conviction record will not necessarily disqualify you; an incorrect answer will probably cause your application to be turned down.*

Are you presently under indictment, on parole or probation?..... Yes . No .

Have you ever been charged with and/or arrested for any criminal offense other than a minor vehicle violation? Include offenses which have been dismissed, discharged, or not prosecuted. (All arrests and charges must be disclosed and explained on an attached sheet) ..... Yes . No .

Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication, withheld pending probation, for any criminal offense other than a minor motor vehicle violation?..... Yes . No .

***If yes, to any of the above, furnish details in a separate exhibit. List name(s) under which held.***

**Miscellaneous questions**

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

Are you or your business involved in any pending or prior lawsuits? Yes . No . *If yes, please provide details on a separate sheet.*

Have you ever received an SBA loan? . Yes . No *If yes, please provide a copy of the SBA Loan Authorization Document and the following:*

Original Amount \_\_\_\_\_ Date of the loan \_\_\_\_\_

Current Balance \_\_\_\_\_ Status \_\_\_\_\_

**Military service background**

Branch \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Rank at discharge \_\_\_\_\_ Honorable? \_\_\_\_\_

Job description \_\_\_\_\_

**Work experience**

List chronologically, beginning with present employment

Name of company \_\_\_\_\_ % of business owned \_\_\_\_\_  
Full address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Title \_\_\_\_\_ Duties \_\_\_\_\_

Name of company \_\_\_\_\_ % of business owned \_\_\_\_\_  
Full address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Title \_\_\_\_\_ Duties \_\_\_\_\_

Name of company \_\_\_\_\_ % of business owned \_\_\_\_\_  
Full address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Title \_\_\_\_\_ Duties \_\_\_\_\_

**Education (College or Technical Training)**

Name and Location	Dates Attended	Major	Degree or Certificate
1. _____	_____	_____	_____
Comments _____			
2. _____	_____	_____	_____
Comments _____			
3. _____	_____	_____	_____
Comments _____			

**Credit Report Authorization**

I declare that the information provided in this application is true and correct. I hereby authorize the release of any and all credit report and other information required in the processing of my loan application and as required in the servicing and/or during the term of my loan. I further authorize CDC Small Business Finance to release such information to any entity as required in the processing of my loan application.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided here within or at a later date, is valid and correct to the best of my/our knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse Signature \_\_\_\_\_ Date \_\_\_\_\_

## ***HISTORY AND NATURE OF YOUR BUSINESS***

- 1. When was your company established and by whom?**
- 2. When did you gain control of the business?**
- 3. What products or services do you sell? (Enclose any catalogs or brochures)**
- 4. What is your geographic market area?**
- 5. How do you market your product or service? (i.e., type of advertising, direct mail, outside sales, etc.)**
- 6. What is the size (sq. ft.) of your current facility? When does your present lease expire?**

## ***EXPECTED FUTURE BENEFITS FROM THE LOAN***

- 1. What will be the size (sq. ft.) of your new (or larger) facility?**
- 2. How will this new (or remodeled) facility help your business? (Increase revenues, add new products/services, improve efficiency, etc.; be specific)**
- 3. If you are moving to a new location, how will this affect your business?**





## PERSONAL FINANCIAL STATEMENT 7(a) / 504 LOANS AND SURETY BONDS

**U.S. SMALL BUSINESS ADMINISTRATION**

As of \_\_\_\_\_, \_\_\_\_\_

SBA uses the information required by this Form 413 as one of a number of data sources in analyzing the repayment ability and creditworthiness of an application for an SBA guaranteed 7(a) or 504 loan or, with respect to a surety bond, to assist in recovery in the event that the contractor defaults on the contract. Submission of this information is required as part of your application for assistance. Failure to provide the information would impact the agency's decision on your application.

Complete this form for: (1) each proprietor; (2) general partner; (3) managing member of a limited liability company (LLC); (4) each owner of 20% or more of the equity of the Applicant (including the assets of the owner's spouse and any minor children); and (5) any person providing a guaranty on the loan

**Return completed form to:**

**For 7(a) loans:** the Lender processing the application for SBA guaranty

**For 504 loans:** the Certified Development Company (CDC) processing the application for SBA guaranty

**For Surety Bonds:** the Surety Company or Agent processing the application for surety bond guarantee

<b>Name</b>		<b>Business Phone</b>	
<b>Home Address</b>		<b>Home Phone</b>	
<b>City, State, &amp; Zip Code</b>			
<b>Business Name of Applicant</b>			
<b>ASSETS</b>		<b>LIABILITIES</b>	
(Omit Cents)		(Omit Cents)	
Cash on Hand & in banks.....\$ _____		Accounts Payable.....\$ _____	
Savings Accounts.....\$ _____		Notes Payable to Banks and Others.....\$ _____	
IRA or Other Retirement Account.....\$ _____		(Describe in Section 2)	
(Describe in Section 5)		Installment Account (Auto).....\$ _____	
Accounts & Notes Receivable.....\$ _____		Mo. Payments \$ _____	
(Describe in Section 5)		Installment Account (Other).....\$ _____	
Life Insurance – Cash Surrender Value Only.....\$ _____		Mo. Payments \$ _____	
(Describe in Section 8)		Loan(s) Against Life Insurance.....\$ _____	
Stocks and Bonds.....\$ _____		Mortgages on Real Estate.....\$ _____	
(Describe in Section 3)		(Describe in Section 4)	
Real Estate.....\$ _____		Unpaid Taxes.....\$ _____	
(Describe in Section 4)		(Describe in Section 6)	
Automobiles.....\$ _____		Other Liabilities.....\$ _____	
(Describe in Section 5, and include		(Describe in Section 7)	
Year/Make/Model)		Total Liabilities.....\$ _____	
Other Personal Property.....\$ _____		Net Worth.....\$ _____	
(Describe in Section 5)			
Other Assets.....\$ _____			
(Describe in Section 5)			
<b>Total</b>	<b>\$ _____</b>	<b>Total</b>	<b>\$ _____</b>
		*Must equal total in assets column.	
<b>Section 1. Source of Income.</b>		<b>Contingent Liabilities</b>	
Salary.....\$ _____		As Endorser or Co-Maker.....\$ _____	
Net Investment Income.....\$ _____		Legal Claims & Judgments.....\$ _____	
Real Estate Income.....\$ _____		Provision for Federal Income Tax.....\$ _____	
Other Income (Describe below)*.....\$ _____		Other Special Debt.....\$ _____	

<b>Description of Other Income in Section 1.</b>

\*Alimony or child support payments should not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

**Section 2. Notes Payable to Banks and Others.** (Use attachments if necessary. Each attachment must be identified as part of this statement and signed.)

Names and Addresses of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

**Section 3. Stocks and Bonds.** (Use attachments if necessary. Each attachment must be identified as part of this statement and signed.)

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

**Section 4. Real Estate Owned.** (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C
Type of Real Estate (e.g. Primary Residence, Other Residence, Rental Property, Land, etc.)			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

**Section 5. Other Personal Property and Other Assets.** (Describe, and, if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and, if delinquent, describe delinquency.)

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

<b>Section 7. Other Liabilities.</b> (Describe in detail.)
<b>Section 8. Life Insurance Held.</b> (Give face amount and cash surrender value of policies – name of insurance company and Beneficiaries.)

I authorize the SBA/Lender/Surety Company to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness.

**CERTIFICATION:** (to be completed by each person submitting the information requested on this form and the spouse of any 20% or more owner when spousal assets are included)

By signing this form, I certify under penalty of criminal prosecution that all information on this form and any additional supporting information submitted with this form is true and complete to the best of my knowledge. I understand that SBA or its participating Lenders or Certified Development Companies or Surety Companies will rely on this information when making decisions regarding an application for a loan or a surety bond. I further certify that I have read the attached statements required by law and executive order.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

**NOTICE TO LOAN AND SURETY BOND APPLICANTS: CRIMINAL PENALTIES AND ADMINISTRATIVE REMEDIES FOR FALSE STATEMENTS:**

Knowingly making a false statement on this form is a violation of Federal law and could result in criminal prosecution, significant civil penalties, and a denial of your loan or surety bond application. A false statement is punishable under 18 U.S.C. §§ 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 U.S.C. § 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally-insured institution, a false statement is punishable under 18 U.S.C. § 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000. Additionally, false statements can lead to treble damages and civil penalties under the False Claims Act, 31 U.S.C. § 3729, and other administrative remedies including suspension and debarment.

PLEASE NOTE: According to the Paperwork Reduction Act, you are not required to respond to this request for information unless it displays a valid OMB Control Number. The estimated average burden hours for the completion of this form is 1.5 hours per response. If you have questions or comments concerning this estimate or any other aspect of this information collection, please contact: Director, Records Management Division, Small Business Administration, 409 Third Street SW, Washington, D.C. 20416, and SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C. 20503. PLEASE DO NOT SEND COMPLETED FORMS TO OMB.

**PLEASE READ, DETACH, AND RETAIN FOR YOUR RECORDS**  
STATEMENTS REQUIRED BY LAW AND EXECUTIVE ORDER

SBA is required to withhold or limit financial assistance, to impose special conditions on approved loans, to provide special notices to applicants or borrowers and to require special reports and data from borrowers in order to comply with legislation passed by the Congress and Executive Orders issued by the President and by the provisions of various inter-agency agreements. SBA has issued regulations and procedures that implement these laws and executive orders. These are contained in Parts 112, 113, and 117 of Title 13 of the Code of Federal Regulations and in Standard Operating Procedures.

**Privacy Act (5 U.S.C. 552a)**

Any person can request to see or get copies of any personal information that SBA has in his or her file when that file is retrieved by individual identifiers such as name or social security numbers. Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act.

Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. Disclosures of name and other personal identifiers are, however, required for a benefit, as SBA requires an individual seeking assistance from SBA to provide it with sufficient information for it to make a character determination. In determining whether an individual is of good character, SBA considers the person's integrity, candor, and disposition toward criminal actions. Additionally, SBA is specifically authorized to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B), 15 USC Section 636(a)(1)(B) of the Small Business Act ( the Act). Further, for all forms of assistance, SBA is authorized to make all investigations necessary to ensure that a person has not engaged in acts that violate or will violate the Act or the Small Business Investment Act, 15 USC Sections 634(b)(11) and 687(b)(a), respectively. For these purposes, you are asked to voluntarily provide your social security number to assist SBA in making a character determination and to distinguish you from other individuals with the same or similar name or other personal identifier.

The Privacy Act authorizes SBA to make certain "routine uses" of information protected by that Act. One such routine use is the disclosure of information maintained in SBA's investigative files system of records when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature. Specifically, SBA may refer the information to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for, or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. Another routine use is that SBA may disclose the information maintained in SBA's investigative files to other Federal agencies conducting background checks to the extent the information is relevant to the requesting agencies' function. In addition, another routine use is that SBA may transfer information related to a debt that a person is delinquent in paying to SBA in connection with its loan programs for publication on a computer database system maintained by the Department of Housing and Urban Development, or other Federal agency, to allow searches by participating Government agencies and approved private lenders, consistent with applicable law. SBA and its authorized lenders may also use this computer database system to perform a computer match to determine a loan applicant's credit status with participating agencies of the Federal Government. See Revision of Privacy Act System of Records, 74 F.R. 14890 (April 1, 2009) and 77 F.R. 61467 (October 9, 2012) for additional background and other routine uses, which may be amended from time to time.

**Right to Financial Privacy Act of 1978 (12 U.S.C. 3401)** -- This is notice to you as required by the Right to Financial Privacy Act of 1978, of SBA's access rights to financial records held by financial institutions that are or have been doing business with you or your business, including any financial institutions participating in a loan or loan guaranty. The law provides that SBA shall have a right of access to your financial records in connection with its consideration or administration of assistance to you in the form of a Government guaranteed loan. SBA is required to provide a certificate of its compliance with the Act to a financial institution in connection with its first request for access to your financial records, after which no further certification is required for subsequent accesses. The law also provides that SBA's access rights continue for the term of any approved loan guaranty agreement. No further notice to you of SBA's access rights is required during the term of any such agreement. The law also authorizes SBA to transfer to another Government authority any financial records included in an application for a loan, or concerning an approved loan or loan guarantee, as necessary to process, service or foreclose on a loan guaranty or collect on a defaulted loan guaranty.

**Freedom of Information Act (5 U.S.C. 552)**

This law provides, with some exceptions, that SBA must supply information reflected in agency files and records to a person requesting it. Information about approved loans that will be automatically released includes, among other things, statistics on our loan programs (individual borrowers are not identified in the statistics) and other information such as the names of the borrowers (and their officers, directors, stockholders or partners), the collateral pledged to secure the loan, the amount of the loan, its purpose in general terms and the maturity. Proprietary data on a borrower would not routinely be made available to third parties. All requests under this Act are to be addressed to the nearest SBA office and be identified as a Freedom of Information request.

**Flood Disaster Protection Act (42 U.S.C. 4011)** -- Regulations have been issued by the Federal Insurance Administration (FIA) and by SBA implementing this Act and its amendments. These regulations prohibit SBA from making certain loans in an FIA designated floodplain unless Federal Flood insurance is purchased as a condition of the loan. Failure to maintain the required level of flood insurance makes the applicant ineligible for any financial assistance from SBA, including disaster assistance.

**Executive Orders -- Floodplain Management and Wetland Protection (42 F.R. 26951 and 42 F.R. 26961)** -- SBA discourages settlement in or development of a floodplain or a wetland. This statement is to notify all SBA loan applicants that such actions are hazardous to both life and property and should be avoided. The additional cost of flood preventive construction must be considered in addition to the possible loss of all assets and investments due to a future flood.

**Occupational Safety and Health Act (15 U.S.C. 651 et seq.)** -- This legislation authorizes the Occupational Safety and Health Administration in the Department of Labor to require businesses to modify facilities and procedures to protect employees or pay penalty fees. Businesses can be forced to cease operations or be prevented from starting operations in a new facility. Therefore, SBA may require additional information from an applicant to determine whether the business will be in compliance with OSHA regulations and allowed to operate its facility after the loan is approved and disbursed. Signing this form as an applicant is certification that the OSHA requirements that apply to the applicant business have been determined and that the applicant, to the best of its knowledge, is in compliance. Furthermore, applicant certifies that it will remain in compliance during the life of the loan.

**Civil Rights Legislation** -- All businesses receiving SBA financial assistance must agree not to discriminate in any business practice, including employment practices and services to the public on the basis of categories cited in 13 C.F.R., Parts 112, 113, and 117 of SBA Regulations. This includes making their goods and services available to handicapped clients or customers. All business borrowers will be required to display the "Equal Employment Opportunity Poster" prescribed by SBA.

**Equal Credit Opportunity Act (15 U.S.C. 1691)** -- 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 or age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act.

**Executive Order 11738 -- Environmental Protection (38 F.R. 251621)** -- The Executive Order charges SBA with administering its loan programs in a manner that will result in effective enforcement of the Clean Air Act, the Federal Water Pollution Act and other environment protection legislation.

**Debt Collection Act of 1982, Deficit Reduction Act of 1984 (31 U.S.C. 3701 et seq. and other titles)** -- These laws require SBA to collect aggressively any loan payments which become delinquent. SBA must obtain your taxpayer identification number when you apply for a loan. If you receive a loan, and do not make payments as they come due, SBA may take one or more of the following actions: (1) report the status of your loan(s) to credit bureaus, (2) hire a collection agency to collect your loan, (3) offset your income tax refund or other amounts due to you from the Federal Government, (4) suspend or debar you or your company from doing business with the Federal Government, (5) refer your loan to the Department of Justice or other attorneys for litigation, (6) foreclose on collateral or take other action permitted in the loan instruments, or (7) if you default on an SBA loan and fail to fully reimburse SBA for any resulting loss, refer you to the computer database of delinquent Federal debtors maintained by the Department of Housing and Urban Development, or other Federal agency, which may disqualify you from receiving financial assistance from other Federal agencies. In addition, unless SBA is reimbursed in full for the loss, you will not be eligible for additional SBA financial assistance.

**Immigration Reform and Control Act of 1986 (Pub. L. 99-603)** -- If you are an alien who was in this country illegally since before January 1, 1982, you may have been granted lawful temporary resident status by the United States Immigration and Naturalization Service pursuant to the Immigration Reform and Control Act of 1986. For five years from the date you are granted such status, you are not eligible for financial assistance from the SBA in the form of a loan guaranty under Section 7(a) of the Small Business Act unless you are disabled or a Cuban or Haitian entrant. When you sign this document, you are making the certification that the Immigration Reform and Control Act of 1986 does not apply to you, or if it does apply, more than five years have elapsed since you have been granted lawful temporary resident status pursuant to such 1986 legislation.

**Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821 et seq.)** -- Borrowers using SBA funds for the construction or rehabilitation of a residential structure are prohibited from using lead-based paint (as defined in SBA regulations) on all interior surfaces, whether accessible or not, and exterior surfaces, such as stairs, decks, porches, railings, windows and doors, which are readily accessible to children under 7 years of age. A "residential structure" is any home, apartment, hotel, motel, orphanage, boarding school, dormitory, day care center, extended care facility, college or other school housing, hospital, group practice or community facility and all other residential or institutional structures where persons reside.

**Executive Order 12549, Debarment and Suspension (2 CFR 180, adopted by reference in 2 CFR Part 2700 (SBA Debarment Regulations))** -- By submission of this loan application, you certify and acknowledge that neither you nor any Principals have within the past three years been: (a) debarred, suspended, declared ineligible from participating in, or voluntarily excluded from participation in a transaction by any Federal department or agency; (b) formally proposed for debarment, with a final determination still pending; (c) indicted, convicted, or had a civil judgment rendered against you for any of the offenses listed in the Regulations; or (d) delinquent on any amounts due and owing to the U.S. Government or its agencies or instrumentalities as of the date of execution of this certification.

If you are unable to certify and acknowledge (a) through (d), you must obtain and attach a written statement of exception from SBA permitting participation in this loan. You further certify that you have not and will not knowingly enter into any agreement in connection with the goods and/or services purchased with the proceeds of this loan with any individual or entity that has been debarred, suspended, declared ineligible from participating in, or voluntarily excluded from participation in a Transaction. All capitalized terms have the meanings set forth in 2 C.F.R. Part 180.



United States of America  
SMALL BUSINESS ADMINISTRATION  
STATEMENT OF PERSONAL HISTORY

**Please Read Carefully and Fully Complete:** SBA uses Form 912 as one part of its assessment of program eligibility. Please reference SBA Regulations and Standard Operating Procedures if you have any questions about who must submit this form and where to submit it. For further information, please call SBA's Answer Desk at 1-800-U-ASK-SBA (1-800-827-5722), or check SBA's website at [www.sba.gov](http://www.sba.gov). **DO NOT SEND COMPLETED FORMS TO OMB as this will delay the processing of your application; send forms to the address provided by your lender or SBA representative.**

1a. Name and Address of Applicant (Firm Name)(Street, City, State, ZIP Code and E-mail)

SBA District/Disaster Area Office

Amount Applied for (when applicable)

File No. (if known)

1b. Personal Statement of: (State name in full, if no middle name, state (NMN), or if initial only, indicate initial.) List all former names used, and dates each name was used. Use separate sheet if necessary.

2. Give the percentage of ownership in the small business

Social Security No.

First Middle Last

3. Date of Birth (Month, day, and year)

4. Place of Birth: (City & State or Foreign Country)

If applicable, Name and Address of participating lender or surety co.

5. U.S. Citizen?  YES  NO INITIALS: \_\_\_\_\_  
If no, are you a Lawful Permanent resident alien?  YES  NO  
Alien Registration number \_\_\_\_\_  
If no, country of citizenship: \_\_\_\_\_

6. Present residence address:

Most recent prior address (omit if over 10 years ago):

From: From:  
To: To:  
Address: Address:

Home Telephone No. (Include Area Code):  
Business Telephone No. (Include Area Code):

**PLEASE SEE REVERSE SIDE FOR EXPLANATION REGARDING DISCLOSURE OF INFORMATION AND THE USES OF SUCH INFORMATION.**

**YOU MUST INITIAL YOUR RESPONSES TO QUESTIONS 5,7,8 AND 9.**

**IF YOU ANSWER "YES" TO 7, 8, OR 9, YOU MUST FURNISH DETAILS ON A SEPARATE SHEET. INCLUDE DATES, LOCATION, FINES, SENTENCES, MISDEMEANOR OR FELONY, DATES OF PAROLE/PROBATION, UNPAID FINES OR PENALTIES, NAME(S) UNDER WHICH CHARGED, AND ANY OTHER PERTINENT INFORMATION. AN ARREST OR CONVICTION RECORD WILL NOT NECESSARILY DISQUALIFY YOU; HOWEVER, AN UNTRUTHFUL ANSWER WILL CAUSE YOUR APPLICATION TO BE DENIED AND SUBJECT YOU TO OTHER PENALTIES AS NOTED BELOW.**

7. Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction?

Yes  No INITIALS: \_\_\_\_\_

8. Have you been arrested in the past six months for any criminal offense?

Yes  No INITIALS: \_\_\_\_\_

9. For any criminal offense – other than a minor vehicle violation – have you ever: 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment).

Yes  No INITIALS: \_\_\_\_\_

10. I authorize the Small Business Administration to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for programs authorized by the Small Business Act and the Small Business Investment Act.

**CAUTION - PENALTIES FOR FALSE STATEMENTS:** Knowingly making a false statement on this form is a violation of Federal law and could result in criminal prosecution, significant civil penalties, and a denial of your loan, surety bond, or other program participation. A false statement is punishable under 18 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.

Signature Title Date

Agency Use Only

11.  Fingerprints Waived \_\_\_\_\_  
Date Approving Authority  
 Fingerprints Required \_\_\_\_\_  
Date Approving Authority  
Date Sent to OPS \_\_\_\_\_

12.  Cleared for Processing \_\_\_\_\_  
Date Approving Authority  
13.  Request a Character Evaluation \_\_\_\_\_  
Date Approving Authority  
(Required whenever 7, 8 or 9 are answered "yes" even if cleared for processing.)

## Business Owned & Business Debt Schedule

#	Company Name	Address	Type of Business	% of Ownership	Debt Schedule							
					Creditor	Original Date	Original Amount	Present Balance	Interest Rate	Monthly Payments	Maturity Date	Collateral
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

\_\_\_\_\_

Name & Signature

\_\_\_\_\_

Date



**FINANCIAL INFORMATION AND CREDIT REPORT  
AUTHORIZATION AND RELEASE**

Authorization is hereby granted to Eastern American CDC and their employees, agents, contractors, and related entities (“Authorized Parties”) to obtain all financial information and records, related to the undersigned including but not limited to, financial statements, tax returns, employment information, accounts and credit reports through any credit reporting agency.

My signature below authorizes the release to any credit reporting agency a copy of my credit application, and authorizes the credit reporting agency to obtain information regarding my employment, savings accounts, and outstanding credit accounts (mortgages, auto loans, personal loans, charge cards, credit unions, etc).

Authorization is further granted to the reporting agency to use a copy, facsimile, electronic copy and/or other reproduction of this Authorization to obtain any financial information relating to the undersigned. As used herein, the phrase “financial information” shall be broadly construed, as allowed by applicable law.

This Authorization hereby grants permission and authorizes the Authorized Parties to share and release any such financial information related to the undersigned with lending and/or financial institutions, including their committees and representatives.

The undersigned hereby release, discharge, exonerate the Authorized Parties, and any person/party furnishing financial information from any and all liability of every nature and kind arising out of the furnishing and inspection of such financial information and other information, and this release shall be binding on my successors, heirs, assignees and legal representatives.

Signing below grants permission for the release and sharing of financial information with credit reporting agency(ies), lending institutions, financial institutions and others. This Authorization shall be effective immediately and shall continue through payoff and satisfaction of any applicable loan (or termination of a loan application) and until written notice is received by either or both of the entities in the first paragraph from the undersigned terminating this Authorization.

Name: \_\_\_\_\_

SS#: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Spouse Name: \_\_\_\_\_

Spouse SS#: \_\_\_\_\_

Date: \_\_\_\_\_

Spouse Signature: \_\_\_\_\_

Current Address: \_\_\_\_\_

Previous Street Address: \_\_\_\_\_

## GOVERNMENT FINANCING

Have you or any officers ever had any other government financing?

\_\_\_\_\_  
Yes

\_\_\_\_\_  
No

If yes, explain.

Name of Agency	Original Amount	Date of Request	Approved or Declined	Loan Number	Balance	Status	Purpose

\_\_\_\_\_  
If yes, did the government incur any loss related to the loan(s)?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain: \_\_\_\_\_

Has the business ever had any other government financing?

\_\_\_\_\_  
Yes

\_\_\_\_\_  
No

If yes, explain.

Name of Agency	Original Amount	Date of Request	Approved or Declined	Loan Number	Balance	Status	Purpose

\_\_\_\_\_  
If yes, did the government incur any loss related to the loan(s)?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain: \_\_\_\_\_

Signatures:

By: \_\_\_\_\_

\_\_\_\_\_ Date



## EASTERN AMERICAN CDC

Federally Chartered Certified Development Company

### Disclosure and Acknowledgment

#### 1. HOW DOES THE PROGRAM WORK?

The SBA 504 loan program consists of private sector and public sector financing. A SBA 504 loan is a second mortgage loan that sits behind a conventional bank or private sector (but not a seller) loan. Typically, the private sector lender will finance 50% of the project cost and the SBA 504 loan will finance up to 40% of the project cost. The borrower will have at least 10% at risk in the project and end up with two loans and two loan payments as a result of the SBA 504 loan structure. While 40%, up to a defined dollar amount, is the maximum SBA 504 share of the project, this percentage will be less if the borrower is a start up business or if the property being financed is a special purpose or limited use property.

Eastern American CDC ("CDC") will help the borrower to bring in a bank that will finance 50% of the project cost. However, CDC is not responsible for arranging a private sector lender and borrower acknowledges that CDC including its employees have made no representations or promises to the applicant and its agents regarding an approval of a loan from a private sector lender.

#### 2. REQUIRED DOCUMENTATION:

All required documents should be prepared, collected and provided by the borrower. If the borrower does not submit the required documents and/or not respond to CDC within 30 days, the borrower acknowledges that the loan application shall be withdrawn.

#### 3. INTEREST RATE ON DEBENTURE AND NOTE:

As CDC associated with processing, approving and funding an SBA 504 loan, CDC will facilitate the sale of a debenture" (= a bond) to provide the SBA 504 financing share of an approved project. Individual requests for financing under the SBA 504 loan program are aggregated each month into a single pool that might comprise 300 to 500 requests from all across the United States. This pool becomes an individual debenture which receives the full faith and backing of the US Federal Government and then is offered to institutional investors. An SBA 504 debenture pool is offered / sold just once a month on the New York market. At the time of sale, a FIXED RATE will be assigned to that debenture pool which stays with the individual loans that are part of that pool for the life of the loan or until that loan is paid off. It is important to remember that this rate cannot be set for a borrower until their individual request has been included in a specific debenture offering which is then subsequently sold and funded. So, unlike the private sector lender loan which is in the senior position, a

borrower won't actually know what their final SBA 504 interest rate will be until the SBA 504 debenture funds.

#### 4. FEES AND COSTS:

The SBA 504 loan program is a taxpayer-neutral program in the sense that no taxpayer dollars are used to maintain the program. Borrowers pay fees to secure their SBA 504 loans (in the same way that banks charge borrowers fees) and these fees ensure that the program remains independent of taxpayer subsidization. The majority of the fees associated with the SBA 504 program are defined by statute as part of the federal budget process that occurs each year.

There are two broad categories of fees associated with securing an SBA 504 loan, and these are separate and independent of any fees a partner bank or other private sector lender might charge for their loan. There are one-time SBA 504 loan program fees and there are fees built into the interest rate a borrower pays when borrower makes monthly payments after an SBA 504 loan funds.

##### ONE TIME FEES ASSOCIATED WITH ORIGINATING AND CLOSING / FUNDING A 504 LOAN

- Funding Fee: 0.25%

This fee, paid to the fiscal agent in New York who assembles the monthly SBA 504 debenture pool, is a percentage of the SBA 504 share of the financing and must be financed as part of the SBA 504 debenture and not paid for separately by the borrower.

- Guaranty Fee: 0.50% (FY 2019)

This fee, paid directly to the SBA, is a percentage of the 504 share of the financing and must be financed as part of the 504 debenture and not paid for separately by the borrower.

- Processing Fee: 1.50%

This fee, paid to CDC, is a percentage of the SBA 504 share of the financing and can either be financed as part of the SBA 504 debenture or paid for separately by the borrower, out-of-pocket. Two-thirds of this fee will be considered earned and shall be collected from the borrower when the Authorization for the Debenture is issued. The portion of the processing fee paid by the borrower shall be reimbursed from the Debenture proceeds.

- Closing Fees: varies with loan size

Title insurance and miscellaneous recording fees are a function of every commercial real estate transaction. Also, this fee will be charged to reimburse CDC for the expenses of its in-house or outside legal counsel, and other miscellaneous closing costs. Some closing costs can either be financed as part of the SBA 504 debenture or paid for separately by the borrower, out-of-pocket.

- Underwriter's Fee: 0.400% (20 year 504 loans) / 0.375% (10 year 504 loans)

This fee, paid to the underwriting firm in New York who markets and sells the monthly SBA 504 debenture, is a percentage of the actual 504 loan (not the SBA 504 share of the financing) and must be financed as part of the SBA 504 debenture and not paid for separately by the borrower.

- Balance to Borrower: varies with loan size

This will actually be a reimbursement to the borrower of an

amount between \$1 and \$999. When an SBA 504 loan funds, the percentage of the SBA 504 share of the financing plus all the above fees, is the amount that will actually be financed. Whatever this adds to will be rounded up to the next even thousand dollars because the bond market will only work with loan amounts in even thousand dollar amounts. The difference between this rounded number and the actual number will be reimbursed to the borrower by check soon after the debenture funds in New York.

**FEES INCLUDED IN THE SBA 504 LOAN PROGRAM  
EFFECTIVE INTEREST RATE**

The interest rate a borrower pays under the SBA 504 loan program is a function of the underlying cost of the debenture sold to fund that individual SBA 504 loan (= "debenture note rate") plus three additional fees that ensure the SBA 504 program remains taxpayer-neutral. NOTE: The effective SBA 504 interest rate will vary each month in response to market pressures and it is INCLUSIVE of the following three fees.

- Servicing Agent Fee: 0.100%  
This fee is paid to the central servicing agent, Colson Services Corp who collects the loan payment from the borrower and remits it, en masse, to the institutional investor who purchased a specific debenture.
- SBA Guaranty Fee: 0.395% (FY 2019) or 0.692% (504 Debt Refinance loans in FY 2017)  
This fee is paid to the SBA on all SBA 504 loans. This fee will vary each year as a result of the annual budget process and is set to ensure that the SBA 504 loan program remains taxpayer neutral.
- CDC Servicing Fee: 1.000% (Urban Area) / 1.500% (Rural Area)  
This fee is paid to CDC after the SBA first withholds 0.125%. The remaining balance compensates CDC for servicing actions associated with managing the loan on behalf of and in conjunction with the SBA. Statute allows a CDC servicing fee to be from up to 2.000%.

**5. FEE DEPOSIT FOR INNITIAL TERM:**

At the time of initial term for a 504 loan, a fee deposit from the Borrower of \$2,500 is required. The deposit may be applied to the loan processing fee if the application is accepted, but shall be refunded if the application is denied. If the borrower withdraws its application, CDC shall deduct from the deposit actual costs incurred in packaging and processing the application. If actual costs exceed the deposit, the difference will be separately charged to the borrower.

**6. PREPAYMENTS OF SBA 504 LOANS:**

Just as an SBA 504 loan can only fund once a month, so too a borrower may only pay off an SBA 504 loan once a month, typically on the third Thursday of that month. This is a function of the particular bond instrument sold to finance SBA 504 loans. Because of these timing issues, a borrower is encouraged to plan ahead and contact CDC at least 45+ days in advance of an anticipated pay-off date. The premium associated with the early payment of an SBA 504 loan is a function of two things: the debenture rate (the underlying cost of funds associated with an

SBA 504 loan), and, the length of time since the loan was funded. For purposes of illustration, the following prepayment premiums are associated with SBA 504 loans that funded in December 2010. A unique prepayment schedule is provided to every borrower soon after their SBA 504 loan funds. This illustration assumes a 20 year SBA 504 loan.

[Example of Prepayment Premium based on debenture rate of 2.0000%]

- Year 1 = (1.00 x 2.0000%) x outstanding principal on 504 loan
  - Year 2 = (0.90 x 2.0000%) x outstanding principal on 504 loan
  - Year 3 = (0.80 x 2.0000%) x outstanding principal on 504 loan
  - Year 4 = (0.70 x 2.0000%) x outstanding principal on 504 loan
  - Year 5 = (0.60 x 2.0000%) x outstanding principal on 504 loan
  - Year 6 = (0.50 x 2.0000%) x outstanding principal on 504 loan
  - Year 7 = (0.40 x 2.0000%) x outstanding principal on 504 loan
  - Year 8 = (0.30 x 2.0000%) x outstanding principal on 504 loan
  - Year 9 = (0.20 x 2.0000%) x outstanding principal on 504 loan
  - Year 10 = (0.10 x 2.0000%) x outstanding principal on 504 loan
- There is no prepayment premium after year 10.

**7. WITHDRAWING LOAN APPLICATION AFTER SBA APPROVAL**

In the event you withdraw your loan application after SBA issues the SBA Authorization and Debenture Guaranty, ("Debenture Authorization"), or if the Debenture Authorization is withdrawn, cancelled or terminated for any reason, you agree to pay CDC a sum equal to 2/3 of the total CDC Loan Processing Fee on the loan package, less any deposit paid to CDC. This amount shall be due on the date of withdrawal, cancellation and/or termination. It is understood that all Debenture Authorizations contain conditions which must be satisfied prior to funding of the Debenture.

**8. LEGAL FEES AND CLOSING COSTS**

Legal Counsel for CDC will charge a fee (legal fees), which may be less than but in no instance will exceed \$2,500. Other costs related to closing the loan may include but are not limited to fees charged for loan documentation, property tax service and UCC filings. Up to \$2,500 of the legal fees and closing costs may be paid through the debenture. If these legal fees and closing costs exceed \$2,500 dollars, the difference must be paid directly to CDC. You are solely responsible for paying any attorneys' fees or other closing costs in relation to the Debenture and loan, whether or not the Debenture is funded. The Debenture Authorization may reflect Legal Fees under the category of Closing Costs.

**9. PERSONAL / CORPORATE GUARANTEES:**

Personal guarantees are required from EVERY person or entity owning 20% or more of an eligible small business applicant(s) or any EPC owning any of the project real estate, machinery or equipment. A personal guarantor is required on EVERY SBA 504 loan, even if no one owns more than 20%.

**10. ENVIRONMENTAL REPORT:**

Prior to the final disbursement of funds, evidence must be provided that a project property is free and clear of

environmental hazards. Either a Records Search Risk Assessment report plus an environmental questionnaire completed by the seller, a Transactional Screening Analysis (TSA), a Phase I or a Phase II report may be required. Any TSA, Phase I or Phase II reports must be accompanied by a reliance certification provided by the environmental company using a standardized SBA form. All reports should name the U.S. Small Business Administration / Eastern American Certified Development Company, Inc. in addition to the bank lender.

**11. APPRAISAL:**

An appraisal will be required on all projects involving the purchase or construction of real estate. All appraisals must be ordered by either CDC or the participating partner lender, performed by a state- certified appraiser and must name the U.S. Small Business Administration / Eastern American Certified Development Company, Inc. addition to the bank lender.

**12. INTERIM AND CONSTRUCTION FINANCING:**

Due to the nature of SBA 504 loans, interim or construction financing is required to cover the period of time between the approval of a financing application and the sale of a debenture as a Federal bond on the New York market to fund the SBA 504 share of the financing project. Points, fees and interest in connection with interim financing can be included in the project costs and be deducted from the loan proceeds at closing.

**13. METHOD OF SBA 504 LOAN PAYMENTS:**

Monthly loan payments on the SBA 504 portion of a financing project must be made by an automatic electronic transfer (= ACH debit) from a bank account designated by the small business borrower. Payments are due on the first working day of each month, beginning the month immediately following the actual sale of a debenture.

**14. INDEMNIFICATION/ATTORNEYS' FEES**

a. You will indemnify and hold CDC and its officers, directors, employees and agents harmless from any and all liability for any loss, damage, or injury (including, without limitation, attorney's fees incurred with attorneys of CDC's choice) arising out of or resulting from:  
Your failure to receive the subject loan; and/or Any loss, damage, or liability to you, your business and/or your principals, related parties/entities, guarantors, agents, successors and others, except for any loss caused by the sole intentional misconduct or sole gross negligence of CDC.

b. You hereby, on behalf of yourself and your principals, related parties/ entities, guarantors, agents, successors and/or insurers, waive all claims, losses and injuries against CDC, SBA and/or their agents, representatives and/or successors which are related or arise from the SBA504 Loan and Debenture program. This waiver includes, but is not limited to general, special, indirect, incidental or consequential, exemplary, punitive and/or economic loss damages. Your obligations hereunder shall survive termination of and, if funded, the funding of the SBA 504 Loan.

c. In the event CDC is required to institute proceedings to collect from Applicant(s) the processing fee to which CDC is entitled pursuant to this Disclosure, CDC shall be entitled to reasonable attorneys' fees and costs incurred in such proceedings.

**15. NO REPRESENTATIONS**

The funding of the 504 Debenture and disbursement of the proceeds to you is subject to United States Small Business Administration approval of your Application and is also subject to your satisfactory compliance with the terms set forth in the Debenture Authorization and all other applicable conditions. CDC and/or SBA may impose conditions not a part of the Authorization. By signing this Disclosure Statement you acknowledge that:

- i. CDC has made no representations to you;
- ii. CDC is not your agent or representative;
- iii. CDC has made no representations to you that a Debenture Authorization will be issued in relation to your application;
- iv. Issuance of a Debenture Authorization is not a guarantee or commitment to make the loan and/or fund the Debenture by the SBA, CDC or any other party;
- v. Failure of any condition may result in your loan being delayed and/or not funded;
- vi. You understand SBA approval may be revoked until the actual funding of your loan;
- vii. There is no representation or guaranty of your loan funding on any specific date; and
- viii. An attorney certified by SBA and approved by CDC must issue a legal opinion regarding the loan.

**16. FEDERAL REGULATIONS**

The charges and procedures related to your 504 Loan are governed by Federal regulations. The applicable Federal regulations are subject to change, and therefore, the information contained herein may be changed without notice to you. Additional charges and requirements may be imposed by CDC or the SBA. EACH LOAN APPLICANT IS PERSONALLY RESPONSIBLE FOR UNDERSTANDING THE REQUIREMENTS, COSTS AND RESTRICTIONS APPLICABLE TO THE SBA 504 PROGRAM. APPLICANTS ARE ENCOURAGED TO SEEK THE ADVICE OF LEGAL COUNSEL BEFORE AND DURING THE LOAN APPLICATION PROCESS.

In signing this Disclosure Statement, you acknowledge that you have read, understood, and agree to be bound by, each and every provision set forth herein. As used herein, "you" refers to each of the undersigned. The undersigned has/have authority to bind all other applicants, borrowers and guarantors of the Loan.

Company Name: \_\_\_\_\_

By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date \_\_\_\_\_

## USCIS Authorization Form

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State and Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I authorize the **U.S. Customs and Immigration Service** to release information regarding my immigration status to Eastern American Certified Development Company, Inc., **because I am applying for a U.S. Small Business Administration loan.**

Lender Name: Eastern American Certified Development Company, Inc.  
Contact Person: Celia B. Jeong  
Address: 438 Broad Ave, Palisades Park, NJ 07650  
Phone: 201-585-0136  
Email: celiajeong@ea504.org

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Request for Transcript of Tax Return**

OMB No. 1545-1872

- ▶ **Do not sign this form unless all applicable lines have been completed.**
- ▶ **Request may be rejected if the form is incomplete or illegible.**
- ▶ **For more information about Form 4506-T, visit [www.irs.gov/form4506t](http://www.irs.gov/form4506t).**

**Tip.** Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at [IRS.gov](http://IRS.gov) and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

<b>1a</b> Name shown on tax return. If a joint return, enter the name shown first.	<b>1b</b> First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
<b>2a</b> If a joint return, enter spouse's name shown on tax return.	<b>2b</b> Second social security number or individual taxpayer identification number if joint tax return
<b>3</b> Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	
<b>4</b> Previous address shown on the last return filed if different from line 3 (see instructions)	
<b>5a</b> If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.	
<b>5b</b> Customer file number (if applicable) (see instructions)	

**Caution:** If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5a, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

**6 Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ \_\_\_\_\_

**a Return Transcript**, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days . . . . .

**b Account Transcript**, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days . . . . .

**c Record of Account**, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days . . . . .

**7 Verification of Nonfiling**, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days . . . . .

**8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days . . . . .

**Caution:** If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

**9 Year or period requested.** Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

|    /    /    |    /    /    |    /    /    |    /    /    |

**Caution:** Do not sign this form unless all applicable lines have been completed.

**Signature of taxpayer(s).** I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note:** This form must be received by IRS within 120 days of the signature date.

<input type="checkbox"/> <b>Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T.</b> See instructions.	Phone number of taxpayer on line 1a or 2a
▶ <b>Signature</b> (see instructions)	Date
▶ <b>Title</b> (if line 1a above is a corporation, partnership, estate, or trust)	
▶ <b>Spouse's signature</b>	Date

Section references are to the Internal Revenue Code unless otherwise noted.

## Future Developments

For the latest information about Form 4506-T and its instructions, go to [www.irs.gov/form4506t](http://www.irs.gov/form4506t). Information about any recent developments affecting Form 4506-T (such as legislation enacted after we released it) will be posted on that page.

**What's New.** The transcripts provided by the IRS have been modified to protect taxpayers' privacy. Transcripts only display partial personal information, such as the last four digits of the taxpayer's Social Security Number. Full financial and tax information, such as wages and taxable income, is shown on the transcript.

A new optional Customer File Number field is available to use when requesting a transcript. You have the option of inputting a number, such as a loan number, in this field. You can input up to 10 numeric characters. The customer file number should not contain an SSN. This number will print on the transcript. The customer file number is an optional field and not required.

## General Instructions

**Caution:** Do not sign this form unless all applicable lines have been completed.

**Purpose of form.** Use Form 4506-T to request tax return information. You can also designate (on line 5a) a third party to receive the information. Taxpayers using a tax year beginning in one calendar year and ending in the following year (fiscal tax year) must file Form 4506-T to request a return transcript.

**Note:** If you are unsure of which type of transcript you need, request the Record of Account, as it provides the most detailed information.

**Tip.** Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

**Automated transcript request.** You can quickly request transcripts by using our automated self-help service tools. Please visit us at [IRS.gov](http://IRS.gov) and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946.

**Where to file.** Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart below shows two different addresses, send your request to the address based on the address of your most recent return.

## Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)

If you filed an individual return and lived in:

Mail or fax to:

Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team Stop 6716 AUSC Austin, TX 73301  855-587-9604
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------

Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	Internal Revenue Service RAIVS Team Stop 37106 Fresno, CA 93888  855-800-8105
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------

Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia	Internal Revenue Service RAIVS Team Stop 6705 S-2 Kansas City, MO 64999  855-821-0094
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------

## Chart for all other transcripts

If you lived in or your business was in:

Mail or fax to:

Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Virginia, Washington, West Virginia, Wisconsin, Wyoming, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409  855-298-1145
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------

Maine, Massachusetts, New Hampshire, New York, Pennsylvania, Vermont	Internal Revenue Service RAIVS Team Stop 6705 S-2 Kansas City, MO 64999  855-821-0094
----------------------------------------------------------------------	------------------------------------------------------------------------------------------------------

**Line 1b.** Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

**Line 3.** Enter your current address. If you use a P.O. box, include it on this line.

**Line 4.** Enter the address shown on the last return filed if different from the address entered on line 3.

**Note:** If the addresses on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address. For a business address, file Form 8822-B, Change of Address or Responsible Party — Business.

**Line 5b.** Enter up to 10 numeric characters to create a unique customer file number that will appear on the transcript. The customer file number **should not** contain an SSN. Completion of this line is not required.

**Note.** If you use an SSN, name or combination of both, we will not input the information and the customer file number will be blank on the transcript.

**Line 6.** Enter only one tax form number per request.

**Signature and date.** Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. The IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.



You must check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed and returned to you if the box is unchecked.

**Individuals.** Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

**Corporations.** Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer. A bona fide shareholder of record owning 1 percent or more of the outstanding stock of the corporation may submit a Form 4506-T but must provide documentation to support the requester's right to receive the information.

**Partnerships.** Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

**All others.** See section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

**Note:** If you are Heir at law, Next of kin, or Beneficiary you must be able to establish a material interest in the estate or trust.

**Documentation.** For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the letters testamentary authorizing an individual to act for an estate.

**Signature by a representative.** A representative can sign Form 4506-T for a taxpayer only if the taxpayer has specifically delegated this authority to the representative on Form 2848, line 5. The representative must attach Form 2848 showing the delegation to Form 4506-T.

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form**, 10 min.; **Preparing the form**, 12 min.; and **Copying, assembling, and sending the form to the IRS**, 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service  
Tax Forms and Publications Division  
1111 Constitution Ave. NW, IR-6526  
Washington, DC 20224

Do not send the form to this address. Instead, see *Where to file* on this page.