



TEXAS CERTIFIED DEVELOPMENT COMPANY

512-433-1175 | 800-486-8620
mailto:loans@txcdc.com

504 Intake Form

Company Information

Company name
Address City State Zip
Principal in charge Phone Email
Secondary contact person Phone Email
Type of business Date established
Type of entity (check one): Proprietorship Partnership Limited Partner LLC Corporation—years business incorporated
Number of current employees Estimated number of new employees within the next two years as a result of this loan
Do you have a bank reviewing this request? (Y/N) Name

New Project Information

Street address of project
City State Zip County
What is the square footage of the building? What is the square footage your company will occupy?
\*Please note—we require your company to occupy 51% of an existing building or 60% of a newly constructed building.
Escrow closing date Realtor's name Phone
In what name will the title of the property be held?

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.

Table with 4 columns: Tenant name, Square footage, Lease expiration, Annual rent

Checklist

Please provide the following documents and information.

**Business information**

<input type="checkbox"/>	Business financial statements for the last three years
<input type="checkbox"/>	Projections of 2 years ( <a href="#">download</a> )
<input type="checkbox"/>	Interim financial statement dated within the last 60 days
<input type="checkbox"/>	Business debt schedule ( <a href="#">download</a> )
<input type="checkbox"/>	Federal tax returns for the last three years
<input type="checkbox"/>	Other _____

**Personal information  
(for each individual with 20% or greater ownership and all guarantors)**

<input type="checkbox"/>	Personal tax returns for the last three years
<input type="checkbox"/>	Personal résumé
<input type="checkbox"/>	Personal financial statement (form 413 - <a href="#">download</a> )
<input type="checkbox"/>	Personal debt schedule ( <a href="#">download</a> )
<input type="checkbox"/>	Personal history statement (form 912 - <a href="#">download</a> )
<input type="checkbox"/>	Personal cash flow statement

**Legal entity documents (as applicable)**

<input type="checkbox"/>	<b>Sole Proprietorship</b> —Assumed Name Certificate (filing and proof of publication with county recorder's stamp)
<input type="checkbox"/>	<b>Corporation</b> —Articles of Incorporation, Corporate Bylaws
<input type="checkbox"/>	<b>Partnerships (General, Limited or Limited Liability)</b> —Partnership Agreement (with all exhibits) and Certificate of Filing
<input type="checkbox"/>	<b>Limited Liability Company</b> —Articles of Formation (LLC-1) and Operating Agreement
<input type="checkbox"/>	<b>Trust</b> —Trust Agreement with all exhibits

**Real estate information**

<input type="checkbox"/>	Real Estate Purchase Agreement and Escrow Instructions OR Escrow Closing Settlement Sheet and Deed of Trust
<input type="checkbox"/>	Construction cost budget and/or equipment bids
<input type="checkbox"/>	Existing environmental studies

**Total Project Costs**      **Costs to acquire, build, finish out and purchase equipment.**

<b>Enter dollar amounts</b>		<b>Enter dollar amounts</b>	
Land .....	\$ _____	Furniture and fixtures .....	\$ _____
Existing land and building .....	\$ _____	Refinance debt .....	\$ _____
Condo .....	\$ _____	Contingency .....	\$ _____
New construction/expansion/remodel ....	\$ _____	Other professional fees .....	\$ _____
Acquisition of machinery and equipment	\$ _____		
		<b>TOTAL PROJECT COST</b> .....	\$ _____

How much of the total project cost are you contributing? \_\_\_\_\_

What is the source of your down payment? \_\_\_\_\_

**References for the business**

Bank name \_\_\_\_\_ Account officer \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Accountant \_\_\_\_\_ Firm name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Attorney \_\_\_\_\_ Firm name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Other \_\_\_\_\_

**Company Ownership**      **Please account for 100% of the ownership. Use attachment if necessary.**

**Operating company name** \_\_\_\_\_ Tax ID \_\_\_\_\_

1) Name \_\_\_\_\_ SSN # \_\_\_\_\_ % ownership \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2) Name \_\_\_\_\_ SSN # \_\_\_\_\_ % ownership \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3) Name \_\_\_\_\_ SSN # \_\_\_\_\_ % ownership \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

4) Name \_\_\_\_\_ SSN # \_\_\_\_\_ % ownership \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Real estate holding company name** \_\_\_\_\_ Tax ID \_\_\_\_\_  
**(If real estate is to be held in separate company)**

1) Name \_\_\_\_\_ SSN # \_\_\_\_\_ % ownership \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2) Name \_\_\_\_\_ SSN # \_\_\_\_\_ % ownership \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3) Name \_\_\_\_\_ SSN # \_\_\_\_\_ % ownership \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

4) Name \_\_\_\_\_ SSN # \_\_\_\_\_ % ownership \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Affiliated Businesses**      **List any other business owned by any principal with 20% or more ownership in operating company.**

1) Business name \_\_\_\_\_ Owner \_\_\_\_\_ % of ownership \_\_\_\_\_

2) Business name \_\_\_\_\_ Owner \_\_\_\_\_ % of ownership \_\_\_\_\_

3) Business name \_\_\_\_\_ Owner \_\_\_\_\_ % of ownership \_\_\_\_\_

4) Business name \_\_\_\_\_ Owner \_\_\_\_\_ % of ownership \_\_\_\_\_

**Personal Résumé Form**

To be completed by each principal involved in the loan. Please make copies as needed for each individual.

Name \_\_\_\_\_ SSN # \_\_\_\_\_  
FIRST MIDDLE LAST

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Residence telephone (\_\_\_\_\_) \_\_\_\_\_ Business telephone (\_\_\_\_\_) \_\_\_\_\_

Residence address \_\_\_\_\_  
STREET CITY STATE ZIP FROM TO

Previous address \_\_\_\_\_  
STREET CITY STATE ZIP FROM TO

Are you employed by the U.S. Government? \_\_\_\_\_ Agency/position \_\_\_\_\_

**Personal information**

Are you a U.S. Citizen? (If no, please provide a copy of your Alien Registration or Visa Card).....  Yes  No

Are you presently under indictment, on parole or probation?  
(If yes, please furnish details in separate exhibit. List name(s) under which held, if applicable.) .....  Yes  No

Have you ever been charged with or arrested for any criminal offense other than a minor motor vehicle violation?  
(If yes, please furnish details in separate exhibit. List name(s) under which held, if applicable.) .....  Yes  No

Have you ever been convicted of any criminal offense other than a minor motor vehicle violation?  
(If yes, please furnish details in separate exhibit. List name(s) under which held, if applicable.) .....  Yes  No

Indicate gender (optional) .....  Male  Female

With which race do you more closely identify? Choose only one (optional):

- African American
- Native American (other than Eskimo or Aleut)
- Eskimo or Aleut
- Asian or Pacific Islander
- White
- Hispanic
- Other \_\_\_\_\_

**Education (college or technical training)**

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

**Military service background**

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

Honorable discharge? .....  Yes  No Vietnam Veteran?.....  Yes  No

**Work Experience**

List chronologically, beginning with present employment. Attach your complete résumé.

Company name/location \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Title \_\_\_\_\_  
Duties \_\_\_\_\_

Company name/location \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Title \_\_\_\_\_  
Duties \_\_\_\_\_

Company name/location \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Title \_\_\_\_\_  
Duties \_\_\_\_\_

**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 TxCDC and its successor 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 herewithin or at a later date is valid and correct to the best of my/our knowledge.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

**Operating Company Profile**

Use separate attachments to answer questions if necessary. Attach Business Plan.

Company name \_\_\_\_\_

Describe the type of business you are in and how/why you became involved \_\_\_\_\_

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

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

What is your outlook concerning the business activity in which you are engaged? \_\_\_\_\_

How will this loan benefit your company? \_\_\_\_\_

**Customer Profile**

What primary markets use your products? \_\_\_\_\_

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

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

Major suppliers \_\_\_\_\_

Future plans (*What is your growth strategy? Rapid growth, moderate, or maintain market position? What are the impediments that may impact your success?*) \_\_\_\_\_

Major past accomplishments, how your business differs from the competition, and your competitive advantages: \_\_\_\_\_

Market analysis and strategy (*Explain your promotional, pricing and distribution strategies.*) \_\_\_\_\_

**Previous SBA or Other Federal Government Debt for Borrower; EPC; OC and Guarantors**

Name of agency \_\_\_\_\_ Name of borrower on loan \_\_\_\_\_

Original amount of loan \$ \_\_\_\_\_ Date of request \_\_\_\_\_

Approved or declined \_\_\_\_\_ Current balance \$ \_\_\_\_\_ Status  Current  Past due

Name of agency \_\_\_\_\_ Name of borrower on loan \_\_\_\_\_

Original amount of loan \$ \_\_\_\_\_ Date of request \_\_\_\_\_

Approved or declined \_\_\_\_\_ Current balance \$ \_\_\_\_\_ Status  Current  Past due

Name of agency \_\_\_\_\_ Name of borrower on loan \_\_\_\_\_

Original amount of loan \$ \_\_\_\_\_ Date of request \_\_\_\_\_

Approved or declined \_\_\_\_\_ Current balance \$ \_\_\_\_\_ Status  Current  Past due

**Background**

Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings? If yes, please provide details below. ....  Yes  No

Are you or your business involved in any pending lawsuits? If yes, please provide details below.....  Yes  No

Do you buy from, sell to, or use the services of any concern in which someone in your company has a significant financial interest? If yes, please provide details below.....  Yes  No

Details:

---

---

---

---

---