



# SBA 504 LOAN APPROVAL APPLICATION

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Dear Prospective Borrower:

We're grateful you are interested in an SBA 504 loan from us. We believe our 504 loans are the best loan program for owners of small and mid-sized businesses who want to buy, refinance, build, or renovate their commercial real estate. SBA 504 loans are truly our specialty and several members of our team members have even used this loan program for themselves. Collectively, our team has over 75 years of SBA lending experience, and in that time period, we have been involved in over \$23 billion of SBA financings. We're glad we can now use this experience to help you.

By completing and submitting the eight (8) PDF documents listed on the following page using the APPLY TODAY tab on Fountainhead's website ([www.Fountainhead504.com](http://www.Fountainhead504.com)), we can issue you an Approval Letter within **two hours**. Our Approval Letter will outline exactly how we can help you with your project. Please keep in mind, however, that we'll need a few more documents to completely evaluate your loan request and turn your Approval Letter into a firm Commitment Letter you can rely upon with absolute certainty. Our goal with our Approval Letter is to demonstrate a workable loan structure for you, reduce any anxieties you may have about getting approved, and quickly get you to the closing table.

To submit your documents, please complete the form on the APPLY TODAY tab on Fountainhead's website and upload all required documents. For all of the Fountainhead forms, please fill in all applicable information, use electronic signatures, save and upload the editable PDF'S. If anything requested in this application isn't readily available to you, or if you have any questions whatsoever about how to complete this application, please contact us right away. We're here to help you.

Thanks again for your interest in working with us. We sincerely look forward to working with you and helping you create wealth with our SBA 504 loan program.

**-The Fountainhead Team**

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Fountainhead Commercial Capital  
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# SBA 504 Loan Approval Checklist

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Please submit the following documents on the **APPLY TODAY** tab on Fountainhead's website ([www.Fountainhead504.com](http://www.Fountainhead504.com)).

## **Applicant's Individual Forms/Documents:**

- Authorization to Release Information on all Borrowers/Guarantors (page 3).
- Copy of Driver's License for all Borrowers/Guarantors with 20% or more ownership in the operating company or real estate holding company.
- Personal Financial Statement for **all** Borrowers/Guarantors with 20% or more ownership in the operating company or real estate holding company (pages 5-9).

## **Other documents to be uploaded:**

- Project Cost Breakdown (page 10).
- Operating Company's Business Debt Schedule of Liabilities (page 11).
- Operating Company's Business Tax Returns (we need 2015, 2016, and 2017 FY returns). **\*Please remove any passwords.**
- Current Interim Financial Statements for the Operating Company (Income Statement and Balance Sheet, dated less than 60 days old).
- Borrower/Guarantor(s) Personal Tax Returns (we need 2015, 2016, and 2017 FY returns for anyone with 20% or more ownership in the operating company or real estate holding entity). **\*Please remove any passwords.**

***Please Note: All financial statements must be signed and dated.***



FOUNTAINHEAD  
COMMERCIAL CAPITAL

# Authorization

TO RELEASE INFORMATION / PATRIOT ACT COMPLIANCE

I/We hereby authorize the release to Fountainhead Commercial Capital (Fountainhead) and/or assigns and the U.S. Small Business Administration (SBA) (collectively) any and all information Fountainhead and/or assigns may require at any time for any purpose related to our credit application and/or loan transaction with Fountainhead and/or assigns.

I/We hereby authorize Fountainhead to release any and all information and/or data (including but not limited to personal and/or business financial statements, personal and/or business income tax returns, payment and/or credit history) to any entity Fountainhead deems necessary for any purpose related to our credit application/loan transaction with Fountainhead and/or assigns.

I/We hereby acknowledge that all loan approvals will be in writing and subject to the terms and conditions set forth in the Loan Authorization issued by the U.S. Small Business Administration.

## IMPORTANT INFORMATION

Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who applies for credit.

*Request for ID:* To comply with the USA PATRIOT Act, we request that a legible copy of an unexpired government issued photo Identification (ID) document be returned with this application for each individual applicant, guarantor or company owner. Acceptable types of ID include: (1) US State Drivers License; (2) State ID card; (3) Military ID card; (4) Passport; or (5) US Alien Registration card.

_____ APPLICANT (ENTITY)	BY _____	EIN _____	
_____ GUARANTOR (PLEASE PRINT)	_____ GUARANTOR SIGNATURE	_____ SOCIAL SECURITY #	_____ DATE
_____ GUARANTOR (PLEASE PRINT)	_____ GUARANTOR SIGNATURE	_____ SOCIAL SECURITY #	_____ DATE
_____ GUARANTOR (PLEASE PRINT)	_____ GUARANTOR SIGNATURE	_____ SOCIAL SECURITY #	_____ DATE
_____ GUARANTOR (PLEASE PRINT)	_____ GUARANTOR SIGNATURE	_____ SOCIAL SECURITY #	_____ DATE

In conjunction with your loan application, Fountainhead is required by federal regulation to obtain a written statement from individuals expressing their intent to apply for joint credit. Please sign below to acknowledge your intent.

*We intend to apply for joint credit.*

_____ CO-APPLICANT/CO-GUARANTOR (PRINT)	_____ CO-APPLICANT/CO-GUARANTOR SIGNATURE	_____ SOCIAL SECURITY #	_____ DATE
_____ CO-APPLICANT/CO-GUARANTOR (PRINT)	_____ CO-APPLICANT/CO-GUARANTOR SIGNATURE	_____ SOCIAL SECURITY #	_____ DATE

Please return a copy of this disclosure with a legible copy of requested ID for each individual applicant, guarantor, company owner, or co- applicant (as applicable).

# COPY OF DRIVER'S LICENSE

**REMINDER:** Please send us a Copy of all Borrower/Guarantor Driver's Licenses. You will be able to upload all Driver's Licenses separate from this application if needed.



**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 a guaranteed surety.

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 guaranty

<b>Name</b>	<b>Business Phone</b>
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<b>Home Address</b>	<b>Home Phone</b>
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**City, State, & Zip Code**

**Business Name of Applicant**

ASSETS	LIABILITIES
(Omit Cents)	(Omit Cents)
Cash on Hand & in banks .....\$ _____	Accounts Payable.....\$ _____
Savings Accounts.....\$ _____	Notes Payable to Banks and Others.....\$ _____ (Describe in Section 2)
IRA or Other Retirement Account .....\$ _____ (Describe in Section 5)	Installment Account (Auto).....\$ _____ Mo. Payments.....\$ _____
Accounts & Notes Receivable.....\$ _____ (Describe in Section 5)	Installment Account (Other).....\$ _____ Mo. Payments.....\$ _____
Life Insurance – Cash Surrender Value Only .....\$ _____ (Describe in Section 8)	Loan(s) Against Life Insurance.....\$ _____
Stocks and Bonds .....\$ _____ (Describe in Section 3)	Mortgages on Real Estate.....\$ _____ (Describe in Section 4)
Real Estate.....\$ _____ (Describe in Section 4)	Unpaid Taxes.....\$ _____ (Describe in Section 6)
Automobiles.....\$ _____ (Describe in Section 5, and include Year/Make/Model)	Other Liabilities.....\$ _____ (Describe in Section 7)
Other Personal Property.....\$ _____ (Describe in Section 5)	Total Liabilities.....\$ _____
Other Assets.....\$ _____ (Describe in Section 5)	Net Worth.....\$ _____
<b>Total</b> \$ _____	<b>Total</b> \$ _____ *Must equal total in assets column.

<b>Section 1. Source of Income.</b>	<b>Contingent Liabilities</b>
Salary.....\$ _____	As Endorser or Maker.....\$ _____
Net Investment Income.....\$ _____	Legal Claims & Judgments.....\$ _____
Real Estate Income .....\$ _____	Provision for Federal Income Tax.....\$ _____
Other Income (Describe below)*.....\$ _____	Other Special Debt.....\$ _____

**Description of Other Income in Section 1.**

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\*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 Note holder(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.)

**Section 7. Other Liabilities.** (Describe in detail.)

**Section 8. Life Insurance Held.** (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)

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 are 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: 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, please contact Chief, Administrative Branch, U.S. Small Business Administration, Washington, D.C. 20416, and Clearance officer, paper Reduction Project (3245-0188), Office of Management and Budget, Washington, D.C. 20503. PLEASE DO NOT SEND 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 disclosure to other Federal agencies conducting background checks; only to the extent the information is relevant to the requesting agencies' function. See, 74 F.R. 14890 (2009), and as amended from time to time for additional background and other routine uses.

**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 guaranty, 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, or (6) foreclose on collateral or take other action permitted in the loan instruments.

**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 2700**

1. The borrower or contractor certifies, by submission of its application for an SBA loan or bond guaranty, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to the application.



# Project Cost Breakdown

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Please use this form to indicate how the proposed financing will be used.  
If you're unsure, give us your best guess to help us properly evaluate your project.

Property Address: \_\_\_\_\_

Square Footage: \_\_\_\_\_ Under Contract?  YES  NO

Construction Period: \_\_\_\_\_ Closing Date (anticipated): \_\_\_\_\_

PURPOSE	AMOUNT
Real Estate Purchase:	
Real Estate Refinance:	
Renovations/PIP:	
Construction:	
FF&E:	
Other:	
<b>TOTAL</b>	



FOUNTAINHEAD  
COMMERCIAL CAPITAL

# Business Schedule of Liabilities

Please list all existing business debts. This section requires more detail than found on any CPA-prepared financial statements and is a critical part of the information we analyze. Please take appropriate care when completing this section.

Entity Name \_\_\_\_\_

NAME OF CREDITOR	ORIGINAL AMOUNT	DATE	PRESENT BALANCE	RATE OF INTEREST	MONTHLY PAYMENT	OTHER PAYMENT	MATURITY DATE	COLLATERAL
<b>TOTAL PRESENT BALANCE</b>				<b>TOTAL PAYMENTS</b>				
<i>Should match balance shown on current financial statement</i>								

The information listed in the above schedule is a supplement to your Balance Sheet, and should balance to the liabilities presented on that form. **\*Please date and match this form to the liabilities listed on your Interim Balance Sheet.**

Name (PLEASE PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_