

# SBA 504 Debt Refinance Checklist

## STEP 1: BASIC ELIGIBILITY

- Original debt incurred 6 months ago
- 75-85%+ of original use of proceeds for commercial real estate, may also include equipment & other long-term fixed assets
- 100% incurred for the benefit of the business
- NO change of ownership in business for past 2 years, limited change of ownership may be considered if no change of management
- Review of payments for past 12 months to determine credit worthiness
- Modifications in past 6 months to be reviewed on case by case basis
- Federally guaranteed debt may be available for refinancing under specific conditions
- Business occupies 51%+ of commercial real estate

## STEP 2: DRAFT FINANCING STRUCTURE

PROPOSED USE OF FUNDS:		\$	%	Appraised/Est. Value
Qualified Debt -CRE Mortgage Balance	\$			\$
Other qualified debt (FF&E)	\$			\$
Business Operating Expenses	\$			Max 20%
Professional Fees (Appraisal, Enviro, Title)				
<b>TOTALS</b>				\$
			<b>LTV*</b>	<b>Max LTV w/ BOE = 85%</b>
SOURCES OF FUNDS:		\$	%	
Equity Injection : equity in land/building**				= Total Appraised Value - Total Use of Funds
SBA 504 Loan***				= Total Use of Funds / 2
Primary Lender Loan				= Total Use of Funds / 2
<b>TOTAL</b>				
<b>Notes:</b>				
* Max LTV 90% for straight refinance; 85% with cash out for Business Operating Expenses				
** Borrower Equity: min. 10%; 15% for special purpose property				
*** SBA 504: Max 40%, Must be <= Primary Lender Loan				

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## STEP 3: PRELIMINARY DOCUMENTATION

- Original debt(s) & lien/security instruments
- Any & all modifications or refinances since original note
- Current debt & lien/security instruments
- Original cost documents – purchase agreements, settlement statements, invoices, etc.
- 12-month payment transcript
- Current payoff amount(s)
- Appraisal/valuation – appraisal may be submitted after approval
- May include **CASH OUT** for “**Business Operating Expenses**” including salaries, rent, utilities, inventory or other business obligations that are incurred but not paid or that will be due within 18 months of application (limited to 25% of appraised value & 85% LTV)
- Two most recent years of **Business and Personal Tax Returns** (principals owning 20% or more)
- Interim Financial Statements within 90 days of application**, including Balance sheet, income statement, A/R & A/P aging reports and debt schedule

This is a very basic overview of how to work through a straight refinance using the SBA 504 loan. There are many variables at all steps above – call your Dakota Business Lending loan officer to discuss the details!

## STEP 4: CONTACT US

Contact a loan officer in your area to discuss your project and what the rest of the application process will look like.



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to help small  
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