

SBA APPLICATION CHECKLIST

1. GENERAL REQUEST INFORMATION AND SBA FORMS

- a. BORROWER INFORMATION FORM – SBA FORM 1919
[SEE FORM IN PACKET]
- b. GENERAL REQUEST INFORMATION
[SEE FORM IN PACKET]
- c. REQUEST FOR COPY OF TRANSCRIPT OF TAX FORM – IRS FORM 4506-T
[SEE FORM IN PACKET]

2. BUSINESS FINANCIAL INFORMATION

- a. THREE YEARS OF BUSINESS FEDERAL TAX RETURNS
[INCLUDE ALL STATEMENTS AND SCHEDULES]
- b. INTERIM FINANCIAL STATEMENTS (P&L, BALANCE SHEET, A/R AGING, & A/P AGING)
[DATED WITHIN 60 DAYS OF THIS APPLICATION]
- c. **IF STARTUP OR PURCHASING EXISTING BUSINESS, PROVIDE THE FOLLOWING:**
 - i. FINANCIAL PROJECTIONS – COVERING THREE YEARS WITH THE FIRST TWELVE MONTHS BROKEN DOWN MONTH-BY-MONTH, INCLUDE A BRIEF NARRATIVE OF UNDERLYING ASSUMPTIONS.
 - ii. BUSINESS PLAN / SUMMARY

3. PERSONAL INFORMATION

- a. THREE YEARS OF PERSONAL FEDERAL TAX RETURNS
[INCLUDE ALL STATEMENTS AND SCHEDULES]
- b. PERSONAL FINANCIAL STATEMENT – SBA FORM 413
[SEE FORM IN PACKET]
- c. MANAGER AND/OR OWNER RESUME
[PROVIDE IN YOUR OWN FORMAT]

4. PROJECT SPECIFIC INFORMATION (INCLUDE AS APPLICABLE)

- a. ASSET PURCHASE
 - i. REAL ESTATE PURCHASE – PURCHASE CONTRACT OR LETTER OF INTENT, MOST RECENT APPRAISAL & ENVIRONMENTAL, IF AVAILABLE.
 - ii. PURCHASE OF EXISTING BUSINESS – PURCHASE CONTRACT OR LETTER OF INTENT, SELLER FINANCIAL STATEMENTS, 4506-T SIGNED BY SELLER, REASON BUSINESS IS BEING SOLD.
 - iii. EQUIPMENT PURCHASE – DETAILED LISTING WITH MODEL/SERIAL#, COPY OF INVOICE OR ESTIMATED COST.
- b. DEBT REFINANCE
[COPY OF NOTE(S) TO BE REFINANCED, 24 MONTHS OF PAYMENT HISTORY]
- c. CONSTRUCTION, INCLUDING TENANT IMPROVEMENTS
[CONTRACTOR BIDS WITH DETAILED COST BREAKDOWN]



GENERAL REQUEST INFORMATION

PROJECT COST

Category	Dollar Amount	Category	Dollar Amount
Real Estate		Furniture/Fixtures	
Machinery/Equipment		Other: _____	
Inventory		Other: _____	
Working capital		Other: _____	
Refinance Debt ¹		<u>Total Project Cost</u>	
Acquire Existing Business		(Less) Equity Injection	
Construction/Tenant Infill ²		Loan Amount	

¹For Refinance Debt provide copies of note(s) and 24 months of payment history.

²If Construction/Tenant Infill of \$10,000 or more SBA Form 601 must be executed.

SCHEDULE OF BUSINESS DEBT (INDICATE BY AN ASTERICK (*) LOANS TO BE PAID BY LOAN PROCEEDS)

Creditor Name	Original Amount	Present Balance	Original Date (MM/YY)	Maturity Date (MM/YY)	% Rate	Monthly Payment	Collateral

MISCELLANEOUS (If answered "YES" provide an explanation on a separate sheet of paper)

Does the applicant or its affiliates have any contingent liabilities (leases, guarantees, etc.)?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Will you be forming a holding company for the purchase of commercial real estate?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Are any tax obligations, including payroll and real estate taxes, past due?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Do any single customers account for more than 20% of your revenue?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Do any three customers collectively account for more than 50% of your revenue?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Is or will the business real estate be rented? If "YES" provide a copy of the lease agreement.	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

BREIF HISTORY OF BUSINESS AND EXPECTED BENEFITS OF THE LOAN

Signature of Authorized Representative

Date