



SBA Loan Checklist

Thank you for your interest in our business services. In order to process your application for a SBA 7a loan please provide the following:

1) Prequalification Requirements:

- Past 3 years fiscal year ended Business Financial Statements (P&L and Balance Sheet).
- Interim Financial Statements (P&L and Balance Sheet).
- 1 Year Financial Projections.
- Debt Schedule
- Schedule of Collateral, Form 4 Schedule A (see attached)
- See Additional Prequalification Requirements (page 2 of 2)*

2) Loan Package:

- SBA application, Form 4 (see attached)
- Personal Financial Statement, Form 413 (see attached)
- Statement of Personal History, Form 912 (see attached)
- IRS Form 4506-T, one for the business and one for each guarantor (see attached)
- Resume for ALL owners/operators (helpful if experience is industry related)
- Aging of Accounts Receivable and Accounts Payable
- Past 3 years Personal Tax Returns (signed and dated)
- Past 3 years Business Tax Returns – if applicable (signed and dated)

3) Closing Requirements:

- Copy of Articles of Incorporation and By-Laws
- Copy of Articles of Organization and Operating Agreement
- Copy of warranty deed for real estate pledged as collateral (primary residence or investment property, copy of recent appraisal if available)