



## SBA LOAN APPLICATION & INITIAL CHECKLIST

This checklist has been provided to assist you in gathering the necessary information for the initial evaluation of your business loan request. Your application will not be considered a complete application package until all the following applicable items are delivered for review.

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## SBA Initial Checklist

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### General:

#### ***The following items are included in this application-***

- Business History & Questions
- Management Resume (from each principal)
- UAM Personal Financial Statement – (to provide later SBA form 413 (from each principal) & SBA Form 1919 )

### **Business Financial Information (Borrowing entity):**

- Previous three (3) years of federal tax returns for the applicant business
- Previous three (3) years of personal federal tax returns for each general partner, guarantor and/or owner of 20% or more of the applicant business
- Interim Income Statement (P&L, Revenue & Expenses) - Current (no more than 60 days old)
- Interim Balance Sheet (Assets & Liabilities) - Current (no more than 60 days old)
- Debt Schedule - Same date as interim financials - Current (no more than 60 days old)
- A/R and A/P agings (*If AR/AP on balance sheet*) - Same dates as interim financials- Current (no more than 60 days old)
- Sales and Expense Projections (Acquisition, Expansion, etc. -- Your Lending Expert can provide you with a template)
- Assumptions to Projections -- (Your Lending Expert can provide you with a template)
- Business Plan (if applicable)

### **For affiliated businesses (if principal owns a controlling interest in other businesses):**

- Previous three (3) years of federal tax returns
- Current (no more than 60 days old) financial statement (including balance sheet and profit and loss statement)
- Schedule of Business Debt with loan balances as of the date of the current financial statement

### **As required by the USA PATRIOT Act, For U.S. citizens, a copy of one of the following:**

- State driver's license or ID card (ID cannot be expired upon receipt)
- Numbered, government issued identification of some kind

### **If applicable:**

- Executed real property or business purchase agreement and escrow instructions
- Contractor-prepared construction cost breakdown and contractor-executed construction contract
- Lease Agreement with all addendums
- Promissory Note for any debt to be refinanced with the SBA loan

### **Change of ownership - Including partner buyouts:**

- 2 years P&L projections - 1st year month to month, 2nd year annualized
- Detailed written assumptions to the projections - explanation of how to get to the numbers shown on projections spread
- Business Plan required

### **Start Up - When opening a brand new location:**

- 2 years P&L projections - 1st year spread month to month, 2nd year annualized
- Detailed written assumptions to the projections - explanation of how to get to the numbers shown on projections spread
- Business Plan required

### **Expansion:**

- 1 year month to month projections - 2 years if there's no cash flow in the past 2 years
- Detailed written assumptions to the projections - May need Business Plan as well

### **Seller - If Stock Purchase / Partner buyout:**

- Current (no more than 60 days old) Interim financial statement (including balance sheet and profit and loss statement)
- Debt Schedule - Same date as Interim financials
- List of Assets being transferred
- 3 Years Business Tax Return - if extension provide extension, year-end financials

Business Name: \_\_\_\_\_ Federal Tax ID# \_\_\_\_\_

Type of Business: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Website: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**Business Address:**

\_\_\_\_\_

Street Address                      Suite                      City                      State                      Zip

**Mailing Address:**

\_\_\_\_\_

Street Address                      Suite                      City                      State                      Zip

Corporation  Limited Liability Company  Partnership  Proprietorship

Date Business Started: \_\_\_\_\_ Years in Industry: \_\_\_\_\_

How many employees do you currently have? \_\_\_\_\_ How many employees will you hire? \_\_\_\_\_

Income Tax Return filed through what date: \_\_\_\_\_

Are any Returns being contested or audited?  No  Yes

Name and contact information of Accountant or Accounting Firm: \_\_\_\_\_

**Has the business or any principal ever (if yes, please provide details):**

Declared Bankruptcy?  No  Yes                      Applied for government financing (including student loans)  No  Yes

Is the business currently involved in pending lawsuits?  No  Yes

Have any of the Business OR Guarantors ever declared bankruptcy?  No  Yes

<b>USE OF PROCEEDS</b>			
<b>Enter Gross Dollar Amounts</b>	<b>Loan Request</b>		<b>Loan Request</b>
Real Estate Purchase or Refinance	\$	Leasehold Improvements	\$
New Construction/ Expansion Repair	\$	All Other - Closing Costs	\$
Acquisition and/or Repair of Machinery and Equipment	\$	Pay off Bank Loan (Non SBA Associated)	\$
Inventory Purchase	\$	Total Loan Requested	\$
Working Capital (including Accounts Payable)	\$	Other Debt Payment (Non SBA Associated)	\$
Acquisition of Existing Business	\$	Term of Loan - (Requested Maturity)	YRS

**OWNERS | PRINCIPALS | CORPORATE OFFICERS | DIRECTORS** (List below all owners, partners, Limited Liability Corporation (LLC) members and stockholders totaling 100% ownership. For corporations, identify all corporate officers regardless of ownership.)

<b>GUARANTOR?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes				<b>CONTROLLING PARTY?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes					
<b>Name #1:</b>			Date of Birth :			% Owner :			
Home Address :				City :		State :		Zip code :	
Social Security # :			Passport # (only applicable for Non-US Residents.)						
Driver's License #			License Issue Date			License Expiration Date :			
<b>GUARANTOR?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes				<b>CONTROLLING PARTY?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes					
<b>Name #2:</b>			Date of Birth :			% Owner :			
Home Address :				City :		State :		Zip code :	
Social Security # :			Passport # (only applicable for Non-US Residents.)						
Driver's License #			License Issue Date			License Expiration Date :			
<b>GUARANTOR?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes				<b>CONTROLLING PARTY?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes					
<b>Name #3:</b>			Date of Birth :			% Owner :			
Home Address :				City :		State :		Zip code :	
Social Security # :			Passport # (only applicable for Non-US Residents.)						
Driver's License #			License Issue Date			License Expiration Date :			
<b>GUARANTOR?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes				<b>CONTROLLING PARTY?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes					
<b>Name #4:</b>			Date of Birth :			% Owner :			
Home Address :				City :		State :		Zip code :	
Social Security # :			Passport # (only applicable for Non-US Residents.)						
Driver's License #			License Issue Date			License Expiration Date :			

<b>CURRENT AND PREVIOUS SBA AND OTHER GOVERNMENT DEBT</b>			
<b>NAME OF AGENCY # 1 :</b>		Borrower's Name :	
Agency Loan # :	Original Amount of Loan \$	Date of Application :	
Loan Status :	Outstanding Balance \$ :	Amount of Loss to Government \$ :	
<b>NAME OF AGENCY # 2 :</b>		Borrower's Name :	
Agency Loan # :	Original Amount of Loan \$	Date of Application :	
Loan Status :	Outstanding Balance \$ :	Amount of Loss to Government \$ :	
<b>NAME OF AGENCY # 3 :</b>		Borrower's Name :	
Agency Loan # :	Original Amount of Loan \$	Date of Application :	
Loan Status :	Outstanding Balance \$ :	Amount of Loss to Government \$ :	

**Proposed real property vesting (if applicable):**  LLC  Corp.  Partnership  Individuals  Trust  Other  TBD

**Name of Proposed real property vesting (if applicable or TBD):** \_\_\_\_\_

Does this business or any of the principals have a controlling interest in any other business?  No  Yes

If yes, please provide details: \_\_\_\_\_

Number of Employees of affiliated Business(es) \_\_\_\_\_

**Other comments:**

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**PRODUCTS, SERVICES & BUSINESS ACTIVITIES |** (Describe your business products/services and what your business does)

Is your business seasonal?  **YES**  **NO** *If yes, which months are slowest and why? Please attach details.*

**SUCCESSION PLAN |** (Describe future management plan and business management in absence of current key manager.)

**CUSTOMERS |** List your key customers & payment terms offered to your customers

**SUPPLIERS |** List your key suppliers/ vendors & payment terms

**SALES & MARKETING ACTIVITIES |** Describe your advertising, marketing and promotional activities - current and planned.

**COMPETITION |** Briefly list and describe your major competitors. What advantages does or will your business have over competing operations?

**RISKS |** What are the primary business risks in your industry?

**General geographic market served?**

**How will this loan benefit your company?**

**PERSONAL INFORMATION:**

Name \_\_\_\_\_ Mothers Maiden Name \_\_\_\_\_

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ PLACE of birth \_\_\_\_\_

Driver's license # (provide copy) \_\_\_\_\_

U.S. CITIZEN?  Yes  No - Alien ID # (provide copy front and back) - \_\_\_\_\_

**Address:** \_\_\_\_\_ **Move in date** \_\_\_\_\_ **to present**

\_\_\_\_\_ **Street Address** \_\_\_\_\_ **Suite** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ **Move in date** \_\_\_\_\_ **TO** \_\_\_\_\_

\_\_\_\_\_ **Street Address** \_\_\_\_\_ **Suite** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

Spouse Name: \_\_\_\_\_ SS# \_\_\_\_\_

ARE YOU EMPLOYED BY THE U.S. GOVERNMENT?  Yes  No AGENCY/POSITION \_\_\_\_\_

**If the answer to any of the following three questions is yes, provide a detailed exhibit explaining the incident(s).**

- Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction? (If "YES," the loan request is not eligible for SBA assistance.)  No  Yes
- Have you been arrested in the last 6 months for any criminal offense?  No  Yes
- Have you ever been charged with and/or arrested for any criminal offense other than a minor motor vehicle violation?  No  Yes
- For any criminal offense - other than a minor vehicle violation - have you ever: **1.)** been convicted; **2.)** pleaded guilty; **3.)** pleaded nolo contendere; **4.)** been placed on pretrial diversion; or **5.)** been placed on any form of parole or probation (including probation before judgment)?  No  Yes

**EDUCATION:**

Institution Name and Location	Dates Attended	Major	Degree/Certificate
_____	From _____ To _____	_____	_____

**MILITARY SERVICE BACKGROUND:**

Branch of Service & rank at discharge: \_\_\_\_\_ Dates of Service \_\_\_\_\_ to \_\_\_\_\_  
Honorable Discharge?  Yes  No

**WORK EXPERIENCE:** List chronologically beginning with present employment.

**1.** Company Name \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address \_\_\_\_\_ Title: \_\_\_\_\_  
Duties: \_\_\_\_\_

**2.** Company Name \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address \_\_\_\_\_ Title: \_\_\_\_\_  
Duties: \_\_\_\_\_

**3.** Company Name \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address \_\_\_\_\_ Title: \_\_\_\_\_  
Duties: \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



**Business Debt Schedule As of \_\_\_\_\_**

**(Must match current interim balance sheet provided)**

CREDITOR	ORIGINAL AMOUNT	ORIGINAL DATE OF LOAN	PRESENT BALANCE	INTEREST RATE	MATURITY DATE	MONTHLY PAYMENT	COLLATERAL
<b>TOTAL:</b>							

- INDIVIDUAL AND TOTAL BALANCES MUST MATCH THE CURRENT INTERIM BALANCE SHEET**
- IF NO BUSINESS DEBT - PLEASE INDICATE "NO DEBT" ON FORM, SIGN AND RETURN
  - INDICATE WITH AN ASTERISK (\*) ANY LOANS TO BE PAID OFF WITH THE PROCEEDS OF THE PROPOSED LOAN

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_