

SBA AND CONVENTIONAL LOAN APPLICATION CHECKLIST

This check list has been provided to assist you through the process of gathering the necessary information to expedite your loan request. Complete information will be necessary to process your loan application.

FORMS TO BE COMPLETED

- 1. **APPLICANT'S INFORMATION SHEET.**
- 2. **PERSONAL HISTORY.** Complete for owners of 2nd or more of firm. Copy form as needed...
- 3. **BUSINESS HISTORY.** Include any brochures, advertising material or printed history of business, if available.
- 4. **BUSINESS DEBT SCHEDULE.** Or copies of notes.

IN ADDITION, PLEASE PROVIDE THE FOLLOWING:

- 5. **BUSINESS FINANCIAL STATEMENTS.** Interim Income Statements, Balance Sheets within 45 days.
- 6. **BUSINESS TAX RETURNS.** Complete federal tax returns for the prior three fiscal year-ends.
- 7. **AFFILIATE INFORMATION.** Income statement, balance sheet, accounts payable, and receivable (if applicable) within 45 days. Complete federal tax for the prior three fiscal year-ends. A business is an affiliate if it is owned 2nd or more by any applicant.
- 9. **PERSONAL TAX RETURNS.** Complete federal tax returns with all attachments for the prior three (3) years on each individual defined in #2 above.
- 10. **PURCHASE AGREEMENT/ESCROW INSTRUCTIONS. ESCROW SETTLEMENT STATEMENT AND COPY OF NOTE(S) (REFINANCE).**
- 11. **LEGAL PERMANENT RESIDENCE CARD (FRONT AND BACK) IF NOT A U.S. CITIZEN.**
- 12. **OTHER** _____

APPLICANT'S INFORMATION SHEET

Company Name/DBA

Type of Business

Business Address

City

State

Zip

Daytime Phone

Fax

Proprietorship

Partnership

Corporation

LLC

Trust

Business Ownership

Names	% Ownership / Title

How many employees do you have?	How many employees will you hire after funding?
---------------------------------	---

Have you ever applied for government financing? If so, please provide the name of the agency, original balance, current balance and monthly payment.
--

Vesting if R/E Purchase	Title/Escrow/Attorney
-------------------------	-----------------------

Business Bank Name

APPLICANT'S INFORMATION SHEET
(Continued)

The following section relates to your planned use for funds from this loan request. Please be as specific as possible. In those instances where funds are expected to be used in different ways, it is important to be accurate in breaking out anticipated expenditures by category. If you are using the "other" category below, please provide a complete description of the planned use.

Project Items	Project Cost
Land and Building Acquisition	\$ _____
Land Acquisition	_____
Building Construction/Improvement	_____
Debt Refinance (copy of notes required)	_____
Business Acquisition (list of assets required)	_____
Machinery/Equipment Acquisition	_____
Inventory	_____
Furniture/Fixtures	_____
Working Capital (do not include loan fees) (Provide explanation for intended use in Comments section below)	_____
Other	_____

Totals	_____

Source of Injection (Purchase)

Please provide the name of the Broker of other person who referred you to me:

Comments

Personal History

Complete all sections, using full first, middle and maiden names – no initials. If an item is not applicable, indicate. Duplicate form as needed. You may include additional relevant information on a separate exhibit.

Personal Information			
First Name	Middle Name	Maiden Name	Last Name
Social Security Number	Date of Birth	Place of Birth	US Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, give alien Reg.#

Residence Phone ()	Business Phone ()			
Residence Address	City	State	Zip	How Long?
Previous Address	City	State	Zip	How Long?

Spouse's First Name	Spouse's Middle Name	Spouse's Maiden Name	Spouse's Last Name
Spouses Social Security Number	U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No If no, give alien reg. #		
Are you employed by the U.S. Government? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, What Agency / Position?		

Have you ever been convicted, charged with or arrested for any criminal offense other than a minor motor vehicle violation? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you or any officers of your company ever been involved in bankruptcy or insolvency proceedings? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you or your business involved in any pending or prior lawsuits? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered yes to any of the above, please furnish details in a separate exhibit.

Education (College or Technical Training)			
Institution Name and Location	Dates Attended – From/To	Major	Degree or Certificate

Military Service Background

Branch	From	To	Honorable Discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No
Rank at Discharge	Major Assignment / Accomplishment		

Work Experience

(List chronologically, beginning with present employment)

1) Company Name / Location	From	To	Title
Duties			
2) Company Name / Location	From	To	Title
Duties			
3) Company Name/Location	From	To	Title
Duties			

PERSONAL FINANCIAL STATEMENT

ASSETS (Omit Cents)	LIABILITIES (Omit Cents)
Cash on hand & in Banks....._____	Installment Account (Auto)....._____
Savings Accounts....._____	(Mo. Payments \$_____)
IRA or Other Retirement Account....._____	Installment Account (Other)....._____
Life Insurance-Cash Surrender Value Only..._____	(Mo. Payments \$_____)
Stocks and Bonds....._____	Loan on Life Insurance....._____
(Describe in Section 2)	Mortgages on Real Estate....._____
Real Estate....._____	(Describe in Section 3)
(Describe in Section 3)	Unpaid Taxes....._____
Automobile – Present Value....._____	
Personal Property....._____	
Section 1. Source of Income	Contingent Liabilities
Salary....._____	As Endorser or Co-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.	
<p>* Alimony or child support payments need not be disclosed on "Other Income" unless it is desired to have such payments counted toward total income.</p>	

Section 2. Stocks and Bonds

(Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).

Number of Shares	Name of Securities	Cost	Market Value Quotation/ Exchange	Date of Quotation/Exchange	Total Value

Section 3. Real Estate Owned.

(List each parcel separately. Use attachments if necessary. Each attachment Must be identified as a part of this statement and signed.)

Type of Property	Property A	Property B	Property C
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name of Mortgage Holder			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

I authorize SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney (Reference 18 U.S.C. 1001)

Signature:

Date:

Social Security Number:

Signature:	Date:	Social Security Number:

SBA HISTORY OF BUSINESS

Use separate attachments to answer questions if necessary.

WHEN AND HOW WAS BUSINESS ESTABLISHED?

TYPES OF PRODUCTS / SERVICES

LIST KEY CUSTOMERS (3)

LIST MAJOR COMPETITORS (3)

AUTHORIZATION TO MAKE INQUIRIES

I, the undersigned, hereby authorize SBA to make inquiries as necessary to verify the accuracy of the information and statements made to SBA, and to determine my creditworthiness. I certify the statements and information contained in all documentation provided are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand false statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001)

Name: _____ SS# _____
(Please Print)

Signature: _____ Date: _____

Name: _____ SS# _____
(Please Print)

Signature: _____ Date: _____