



SBA 7(a) Loan Application Checklist

Please provide the following documents to complete the 7(a) Loan Application. All documents must be signed and dated. Please mark N/A if not applicable.

Personal Information

- 1. SBA Form 912: Personal History Statement for each principal owning 20% or more of the borrowing and operating company.
- 2. SBA Form 413: Personal Financial Statement for each principal owning 20% or more of the borrowing and operating company. If married, each spouse must sign this form.
- 3. Complete Personal Tax Returns for the past 3 years for each principal owning 20% or more of the borrowing and operating company.
- 4. Resume for each principal and key management.

Business Information

- 5. Completed SBA 7(a) Loan Application.
- 6. History of the business or business plan if the business is a start-up.
- 7. Complete Business Tax Returns for the past 3 years for the borrowing and operating company.
- 8. Current balance sheet and income statement dated within 90 days for the borrowing and/or operating company together with an aging of the accounts receivable and accounts payable.
- 9. Two years of profit and loss projections with assumptions. For a new business the first year must include a monthly cashflow analysis.
- 10. A schedule of existing business debt for the borrowing and operating company.
- 11. Notice of any previous government financing.
- 12. Franchise information.
- 13. Copies of project cost documents such as real estate purchase agreements, construction bids and equipment quotes.
- 14. Copy of lease.
- 15. Complete Business Tax Returns for the past 2 years for any affiliate business in which a principal(s) own a controlling interest.

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