

# Loan Application Document Checklist

*In addition to your application, SBAlliance Capital requires the following documents to properly review your request.*

- Signed Application Agreement
- Personal History Form for all 20% owners or majority partners.
- Personal Financial Statement within the last 60 days for all 20% owners or majority partners.
- Complete Personal Tax Returns, with Schedules, for the past three years. Provide extension if the Return is not available. Provide for all 20% owners or majority partners.
- Personal Cash Flow Statement for all 20% owners or majority partners.
- Source of Equity Injection. How much and from where does the borrower's contribution originate?
- Listing of Shareholders/Directors/Corporate Officers.
- Current Financial Statement for all businesses associated with this loan application within the last 60 days. Include all affiliate businesses.
- Year-End Financial Statements for the past three years for all businesses associated with this loan application. Include all affiliate businesses.
- Tax Returns for the past three years for all businesses associated with this loan application. Include all affiliate businesses. If a Return is not available, please provide a copy of the extension.
- Projections, with assumptions, for 12 months following SBA funding. Projections should be prepared on a monthly basis.
- Business Resume.
- Business Accounts Receivable aging as of the current financial statement date.
- Business Accounts Payable aging as of the current financial statement date.
- Indicate how much officer's or owner's salaries/draws will be. If no salaries are taken, please indicate how personal living expenses will be met.
- Corporate Documents: By Laws, Articles of Incorporation, Certificate of Incorporation.
- Assumed Name Certificate.
- Business Debt Schedule as of current financial statement date.
- Copy of Partnership Agreement. (Only for businesses that are organized as Partnerships)
- Copy of Certificate of Limited Partnership. (Only for businesses that are organized as Limited Partnerships)
- Lease Agreement with option to renew for term of loan. (Only for leasehold improvements)
- Letter from the seller explaining why he/she wants to sell. (Only when purchasing an existing business)
- Please provide a couple of paragraphs on the history of your business.
- Copy of the Franchise Agreement and FTC Disclosure Statement. (Only when the business is a franchise)
- Copy of the Fuel Agreement. (Only when the business is a Service Station/Convenience Store/Gas Station)
- Listing of all assets associated with the business.
- Copy of the Deed of Trust or current Earnest Money Contract.
- Copy of all Notes, with Security Agreements, to be refinanced with SBA proceeds.
- Copy of quotes for equipment to be purchased as well as improvements and construction.
- Copy of Buy/Sell Agreement.
- Answers to Miscellaneous Questions on application.