

## SBA 7(a) Loan Guaranty Submission Checklist

Tab 1 – Application	Yes	No	N/A
<b>SBA 7(a) Loan Guaranty Submission Checklist (optional)</b>			
<b>SBA Form 4, Application for Business Loan</b> (or SBA Form 2301, Part A – for CA & S/RLA)			
<b>SBA Form 4 - Schedule A, Schedule of Collateral</b>			
<b>SBA Form 4-I, Lender’s Application for Guaranty or Participation</b> (or SBA Form 2301, Part B – for CA & S/RLA)			
<b>Lender’s Credit Memo</b> – including lender’s comments on business plan and history of the business - see SOP 50 10 5 (D), page 178-179 for a list of required information in a lender’s analysis			
Tab 2 – Eligibility Questionnaire	Yes	No	N/A
<b>SBA Eligibility Questionnaire For Standard 7(a) Guaranty</b> (highly recommended, but not required for 7a) (or SBA Form 2301, Part C – <b>required</b> for CA & S/RLA)			
Tab 3 – Draft Authorization	Yes	No	N/A
<b>Draft Loan Authorization</b> (required only for CLP/PLP, and highly recommended for all others)			
Tab 4 – Owner/Operator Personal Information	Yes	No	N/A
<b>Management Resume</b> – a brief description of the educational, technical and business background of all managers			
<b>SBA Form 912, Statement of Personal History</b> – for any key employee, the sole proprietor; General Partners of an LLC, plus each officer, director and managing member			
<b>Personal Financial Statement (or SBA Form 413)</b> – signed and dated by <u>all</u> owners of 20% or more, and spouses			
<b>Verification of Alien Status</b> – for all non-US citizens			
Tab 5 – Other Processing Documents	Yes	No	N/A
<b>Business Valuation</b> – when intangibles being financed are > \$250,000 (or there is a close relationship between the buyer and seller), an independent Business Valuation from a “qualified source”; when intangibles being financed are <= \$250,000, lender may perform its own valuation of the business (unless bank’s policy requires an independent valuation)			
<b>36 Months’ Payment Transcripts (along with an explanation of any late payments/charges in the last 36 mos.)</b> Required for all same institution debt(s) being refinanced with SBA loan proceeds.			
<b>List of all M&amp;E being Purchased</b> – with cost quotes, for all M&E being purchased with SBA loan proceeds			
Tab 6 – Business Financial Statements	Yes	No	N/A
<b>Current Income Statement and Balance Sheet</b> – Both must be dated the same date, within 90 days of submission to SBA, and be signed and dated by the applicant or an authorized officer.			
<b>FYE Income Statements and Balance Sheets for the Last 3 Years (or 3 years’ Business Tax Returns)</b> – with all copies properly signed and dated by the applicant or authorized officer			
<b>Cash Flow Projection (month by month, for one year)</b> – required for all new businesses, and when applicable			
Tab 7 – Affiliate Financial Statements	Yes	No	N/A
<b>Current Income Statement and Balance Sheet</b> – both must be dated the same date, within 90 days of submission to SBA, and be signed and dated by the applicant or an authorized officer			
<b>FYE Income Statements and Balance Sheets for the Last 3 Years (or 3 years’ Business Tax Returns)</b> – with all copies properly signed and dated by the applicant or authorized officer			
Tab 8 – Supporting Docs (Eligibility)	Yes	No	N/A
<b>Executed Certification of Franchise Documents (if not available, a complete copy of the Franchise Agreement &amp; FTC Disclosure Report)</b> – see SOP pgs 95 & 215			
<b>Business / Stock / Asset Purchase Agreements</b> – for acquisition of a business to be purchased with SBA loan			
<b>Real Estate Purchase Agreements</b> – for acquisition of real estate to be purchased with SBA loan proceeds			
Tab 9 – Supporting Docs (Collateral)	Yes	No	N/A
<b>Real Estate Appraisal</b> – required when lender owned real estate (OREO) is being financed, see SOP pgs 130 & 131			
<b>Environmental Investigation Reports</b> – required when a security interest is taken in CRE, see SOP pg 195			
<b>Lease Agreement</b> – with terms (including options to renew) at least as long as the term of the loan, if applicable			
Tab 10 – Supporting Docs (Other)	Yes	No	N/A
<b>Other Supporting Documents Not Identified Elsewhere</b> – when applicable			

(\* All forms must be completed in their entirety, and signed and dated.)