

LGPC – 7(a) Document Preparation Instructions

Loan documents must be prepared for submission to the LGPC in one of two ways. They may be saved as one or more pdfs using the file naming conventions described below, or alternatively they may be inserted into the LGPC’s 10-Tab pdf. The steps for putting your documents into the LGPC’s 10-Tab can be found at the link “Alternate 10-Tab Instructions”. The LGPC prefers you use the file naming conventions described below because it enables their staff to quickly and efficiently determine which documents were submitted, which documents are missing (if any), and prepare the file for processing.

To prepare your loan documents for a submission, scan each document as a separate pdf using the file naming conventions described on the following page.

In addition to the above:

- All documents must be scanned at a legible image quality (300 to 600 dpi),
- All pages must be scanned right-side up,
- No documents may be password protected,
- Documents should not unnecessarily be scanned in color (to minimize file size),
- OCR should be turned off (to minimize file size), and
- All documents must be submitted at the same time.

It is important that you follow these instructions and the file naming conventions illustrated below. **Applications submitted to the LGPC that are not properly organized, or where a significant number of pages are not legible, scanned upside down, etc. may not be accepted for processing.**

The specific file naming conventions described on the following page are illustrated in this example:

Name	Date modified	Type	Size
 T1 1919 Jones.pdf	11/14/2014 2:01 PM	Adobe Acrobat D...	87 KB
 T1 1919 Smith.pdf	2/6/2014 12:25 PM	Adobe Acrobat D...	98 KB
 T1 1920.pdf	11/14/2014 2:11 PM	Adobe Acrobat D...	88 KB
 T1 Cover sheet.pdf	11/14/2014 2:07 PM	Adobe Acrobat D...	66 KB
 T2 Lender CM.pdf	2/6/2014 12:27 PM	Adobe Acrobat D...	141 KB
 T3 Authorization.pdf	2/6/2014 12:52 PM	Adobe Acrobat D...	187 KB
 T4 PFS.pdf	2/6/2014 12:27 PM	Adobe Acrobat D...	141 KB
 T5 Bus Val.pdf	2/6/2014 12:27 PM	Adobe Acrobat D...	141 KB
 T6 Current Bus BS.pdf	2/6/2014 12:27 PM	Adobe Acrobat D...	141 KB
 T6 FTR 2011-2013.pdf	2/6/2014 12:27 PM	Adobe Acrobat D...	141 KB
 T6 Seller BS - Current.pdf	2/6/2014 12:27 PM	Adobe Acrobat D...	141 KB
 T6 Seller FTR 2011-2013.pdf	2/6/2014 12:27 PM	Adobe Acrobat D...	141 KB
 T8 Franchise Docs.pdf	2/6/2014 12:27 PM	Adobe Acrobat D...	141 KB

Once your documents are prepared, you may combine them into one or more “.zip” files. However, at this time, zip files must be submitted via SendThisFile.com or e-mail. You cannot submit them via e-Tran.

Please contact your local SBA District Office if you have any questions about this process.

LGPC – Standard 7(a)
Document Naming Conventions

T1 Cover Sheet

T1 1919 [person's name – if more than one]

T1 1920

T2 Lender CM

T2 Debt Schedule

T2 Collateral Schedule

T3 Authorization

T4 PFS [person's name – if more than one]

T4 912 [person's name – if more than one]

T4 Alien Status

T5 Bus Val

T5 Refi Transcripts

T5 M&E List

T5 Other [doc type]

T6 Current Bus FS [or Bus IS or Bus BS]

T6 Bus FS [or Bus IS or Bus BS or FTR] - 2012

T6 Bus FS [or Bus IS or Bus BS or FTR] - 2011

T6 Bus FS [or Bus IS or Bus BS or FTR] - 2010

T6 CF Forecast

T6 Seller FS [or IS or BS] - Current

T6 Seller FS [or IS or BS or FTR] - 2012

T6 Seller FS [or IS or BS or FTR] - 2011

T6 Seller FS [or IS or BS or FTR] - 2010

T7 Current FS [or IS or BS] [affiliate's name]

T7 FS [or IS or BS or FTR] - 2012 [affiliate's name]

T7 FS [or IS or BS or FTR] - 2011 [affiliate's name]

T7 FS [or IS or BS or FTR] - 2010 [affiliate's name]

T8 Franchise Doc [doc type]

T8 [Business/Stock/Asset/RE] Purchase Agreement

T8 Other [other agreement type]

T9 RE Appraisal [prop name – if more than 1]

T9 Environmental [prop name – if more than 1]

T9 Lease Agreement [prop name – if more than 1]

T10 Other [doc type]

Tabs 1-5	Tabs 6-7	Tabs 8-10
<p>T1 Cover sheet T1 Checklist* T1 E-Tran Score Page*</p> <p><u>Tab 1 – Application</u></p> <ul style="list-style-type: none"> ➤ T1 1919 [person's name] ➤ *T1 SBA Form 159 ➤ T1 1920 ➤ T1 Small Loans <p><u>Tab 2 – Lender's Credit Memo</u></p> <ul style="list-style-type: none"> ➤ T2 Lender CM ➤ T2 Debt Schedule ➤ T2 Schedule of Collateral <p><u>Tab 3 – Draft Authorization</u></p> <ul style="list-style-type: none"> ➤ T3 Authorization <p><u>Tab 4 – Owner/Operator Personal Information</u></p> <ul style="list-style-type: none"> ➤ T4 PFS [person's name] ➤ *T4 CBR [person's name] ➤ *T4 PTR -2012 [person's name] ➤ *T4 PTR -2011 [person's name] ➤ *T4 PTR -2010 [person's name] ➤ *T4 Tax Transcripts/450T [person's name] ➤ *T4 Resume [person's name] ➤ T4 912 [person's name] ➤ T4 Alien Status <p><u>Tab 5 – Other Processing Documents</u></p> <ul style="list-style-type: none"> ➤ T5 Business Valuation ➤ T5 Refi Transcripts ➤ T5 M&E List ➤ T5 Other [doc type] ➤ *T5 Business Plan/History ➤ *T5 Other SBA Forms 	<p><u>Tab 6 – Business Financials</u></p> <ul style="list-style-type: none"> ➤ T6 Current bus FS [or Bus IS or Bus FS] ➤ *T6 Current A/R and A/P ➤ T6 Bus FS [or Bus IS or Bus BS or FTR] -2012 ➤ T6 Bus FS [or Bus IS or Bus BS or FTR] -2011 ➤ T6 Bus FS [or Bus IS or Bus BS or FTR] -2010 ➤ *T6 Bus Tax Transcripts/4506T ➤ T6 CF Forecast ➤ T6 Seller's Current bus FS [or Bus IS or Bus FS] ➤ T6 Seller's FS [or Bus IS or Bus BS or FTR] -2012 ➤ T6 Seller's FS [or Bus IS or Bus BS or FTR] -2011 ➤ T6 Seller's FS [or Bus IS or Bus BS or FTR] -2010 ➤ *T6 Seller's Tax Transcripts/4506T <p><u>Tab 7 – Affiliate Financials</u></p> <ul style="list-style-type: none"> ➤ T7 FS [or IS or BS] [Affiliate's name] ➤ T7 FS [or IS or BS or FTR] - 2012 [Affiliate's name] ➤ T7 FS [or IS or BS or FTR] - 2011 [Affiliate's name] ➤ T7 FS [or IS or BS or FTR] - 2010 [Affiliate's name] ➤ *T7 Tax Transcripts/4506T [Affiliate's name] 	<p><u>Tab 8 – Supporting Docs (Eligibility)</u></p> <ul style="list-style-type: none"> ➤ T8 Franchise Docs [Doc type] ➤ T8 [Business/Stock/Asset/RE] Purchase Agreement ➤ T8 Other [other agreement type] <p><u>Tab 9 – Supporting Docs (Collateral)</u></p> <ul style="list-style-type: none"> ➤ T9 RE Appraisal [prop name] ➤ T9 Environmental [prop name] ➤ T9 Lease Agreement [prop name] ➤ *T9 M&E Appraisal [prop name] <p><u>Tab 10 – Supporting Docs (Other)</u></p> <ul style="list-style-type: none"> ➤ T10 Other [doc type] ➤ *T10 Business DNB/Reports [bus name] ➤ *T10 CAIVRS Report ➤ *T10 Cert of good Standing

***NOTE:** These items are not required for 7a submissions. But, if provided, they should be included under the tabs shown here.

