

LGPC - Small Loan 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 Small Loan documents for a submission, simply scan them as one or more pdfs using the file naming conventions described on the next page. To simplify the process as much as possible, the Cover Sheet, SBA Forms 1919 & 1920, and your Credit Memo may all be scanned into a single pdf (as long as they are properly organized). Any additional document(s), however, must each be scanned as its own pdf.

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 these examples:

Name	Type	Date modified	Size
 T1 Small Loan App.pdf	Adobe Acrobat D...	2/6/2014 12:27 PM	141 KB

Or

Name	Type	Date modified	Size
 T1 1919 Jones.pdf	Adobe Acrobat D...	11/14/2014 2:01 PM	87 KB
 T1 1919 Smith.pdf	Adobe Acrobat D...	2/6/2014 12:25 PM	98 KB
 T1 1920.pdf	Adobe Acrobat D...	11/14/2014 2:11 PM	88 KB
 T1 Cover sheet.pdf	Adobe Acrobat D...	11/14/2014 2:07 PM	66 KB
 T2 Lender CM.pdf	Adobe Acrobat D...	2/6/2014 12:27 PM	141 KB
 T5 Bus Val.pdf	Adobe Acrobat D...	2/6/2014 12:27 PM	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 - Small Loan
Document Naming Conventions

Documents Required for all Small Loans

T1 Small Loan App*

T1 Cover Sheet

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

T1 1920

T2 Lender CM

Optional Small Loan Documents

T3 Authorization

Additional Documents that Might be Required for Small Loans**

T3 Collateral Schedule

T4 912 [person's name]

T4 Alien Status

T5 Bus Val

T5 Refi Transcripts

T5 M&E List

T5 Other [doc type]

T8 Franchise Doc [doc type]

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

T8 Notes Refinanced

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]

* If you prefer, you can combine the Cover Sheet, SBA Forms 1919 & 1920, and your Credit Memo (in this order) in the single "T1 Small Loan.pdf" file.

** If your submission includes any of the documents listed in this section, they must be submitted as separate PDFs. Please do not combine them with the documents in the "T1 Small Loan.pdf" file.