

**SBA 7(a) Loan Guaranty Submission Checklist**  
(for all loans – 7a, SLA, CA and CAPLine)

<b>Tab 1 – Application</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>This SBA 7(a) Loan Guaranty Submission Checklist</b> - (optional)			
<b>SBA Form 1919, Borrower Information Form</b> , for each required individual – (see SOP 50 10 5 (F), pg. 197)			
<b>SBA Form 1920 (parts B &amp; C)</b> – (see SOP 50 10 5 (F), pgs. 197 & 200)			
<b>Tab 2 – Lender’s Credit Memorandum</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Lender’s Credit Memo</b> – (see SOP 50 10 5 (F), pgs. 161-164)			
<b>Tab 3 – Draft Authorization</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Draft Loan Authorization</b> - (required only for CLP/PLP, but suggested for all others)			
<b>Tab 4 – Personal Information (Owner/Operator/Guarantor)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Personal Financial Statement *</b> , for <u>all</u> owners of 20% or more, spouses, and guarantors dated within 90 days			
<b>SBA Form 912, Statement of Personal History</b> – (if required, dated within 90 days)			
<b>Documentation of Alien Status</b> , for all non-US citizens – (if required, see SOP 50 10 5 (F), pgs. 102-105)			
<b>Tab 5 – Other Processing Documents</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Business Valuation</b> – (required for change of ownership, see SOP 50 10 5 (F), pgs. 122-123 & 171-175)			
<b>Transcripts for the last 24 months (36 for SID)</b> , along with an explanation of any reported late payments or charges, for all debts being refinanced with the SBA loan proceeds			
<b>List of all M&amp;E being Purchased</b> , with cost quotes, for all M&E being purchased with the SBA loan proceeds			
<b>Tab 6 – Business Financial Statements *</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Current Income Statement and Balance Sheet</b> – (both must be dated the same date, within 180 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)			
<b>Seller’s Financials</b> – (required when purchasing an existing business)			
<b>Tab 7 – Affiliate Financial Statements *</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Current Income Statement and Balance Sheet</b> – (both must be dated the same date, within 180 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>Tab 8 – Supporting Docs (Eligibility)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Franchise Documents</b> – (see SOP 50 10 5 (F), pgs. 77 – 85)			
<b>Business / Stock / Asset Purchase Agreements</b> – (required when a business to be acquired with an SBA loan)			
<b>Real Estate Purchase Agreements</b> – (required when real estate is to be purchased with the SBA loan proceeds)			
<b>Other Agreements</b>			
<b>Tab 9 – Supporting Docs (Collateral)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Real Estate Appraisal</b> – (see SOP 50 10 5 (F), pgs. 131 & 140)			
<b>Environmental Investigation Reports</b> – (see SOP 50 10 5 (F), pgs. 178 & 292)			
<b>Lease Agreement</b> , with terms (including options to renew) at least as long as the term of the loan, if applicable			
<b>Tab 10 – Supporting Docs (Other)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Other Supporting Documents Not Identified Elsewhere</b>			

Note: All forms must be completed in their entirety, and signed and dated.

\* Required only for loans greater than \$350,000. For loans of not more than \$350,000, this must be discussed in the lender’s credit memo, (unless it is considered in their credit scoring criteria, and the credit scoring criteria is documented in their loan file) - (see SOP 50 10 5 (F), pg. 162).