

SBA 7(a) Loan Guaranty Submission Checklist

Tab 1 – Application	Yes	No	N/A
This SBA 7(a) Loan Guaranty Submission Checklist - (optional)			
SBA Form 1919, Borrower Information Form, for each required individual – (see SOP 50 10 5 (F), pg. 197)			
SBA Form 1920 (parts B & C)– (see SOP 50 10 5 (F), pgs. 197 & 200)			
Tab 2 – Lender’s Credit Memorandum	Yes	No	N/A
Lender’s Credit Memo – (see SOP 50 10 5 (F), pgs. 161-164)			
Tab 3 – Draft Authorization	Yes	No	N/A
Draft Loan Authorization - (required only for CLP/PLP, but suggested for all others)			
Tab 4 – Owner/Operator Personal Information	Yes	No	N/A
Personal Financial Statement (SBA Form 413), for <u>all</u> owners of 20% or more, and spouses, dated within 90 days			
SBA Form 912, Statement of Personal History – (if required, dated within 90 days)			
Documentation of Alien Status, for all non-US citizens – (if required, see SOP 50 10 5 (F), pgs. 102-105)			
Tab 5 – Other Processing Documents	Yes	No	N/A
Business Valuation – (required for change of ownership, see SOP 50 10 5 (F), pgs. 122-123 & 171-175)			
Transcripts for last 36 Months, along with an explanation of any late payments/charges in the last 36 mos., for all same institution debt(s) being refinanced with SBA loan proceeds			
List of all M&E being Purchased, with cost quotes, for all M&E being purchased with SBA loan proceeds			
Tab 6 – Business Financial Statements	Yes	No	N/A
Current Income Statement <i>and</i> Balance Sheet – (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.)			
FYE Income Statements and Balance Sheets for the Last 3 Years (or 3 years’ Business Tax Returns), with all copies properly signed and dated by the applicant or authorized officer			
Cash Flow Projection (month by month, for one year) – (required for all new businesses, and when applicable)			
Seller’s Financials - (required when purchasing an existing business)			
Tab 7 – Affiliate Financial Statements	Yes	No	N/A
Current Income Statement <i>and</i> Balance Sheet – (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)			
FYE Income Statements and Balance Sheets for the Last 3 Years (or 3 years’ Business Tax Returns), with all copies properly signed and dated by the applicant or authorized officer			
Tab 8 – Supporting Docs (Eligibility)	Yes	No	N/A
Franchise Documents – (see SOP 50 10 5 (F), pgs. 77 – 85)			
Business / Stock / Asset Purchase Agreements – (required when a business to be acquired with an SBA loan)			
Real Estate Purchase Agreements – (required when real estate is to be purchased with SBA loan proceeds)			
Other Agreements			
Tab 9 – Supporting Docs (Collateral)	Yes	No	N/A
Real Estate Appraisal – (see SOP 50 10 5 (F), pgs. 131 & 140)			
Environmental Investigation Reports – (see SOP 50 10 5 (F), pgs. 178 & 292)			
Lease Agreement, 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
Other Supporting Documents Not Identified Elsewhere			

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