

**SBA Small Loan Submission Checklist**  
(for 7(a) Small Loans only)

<b>Tab 1 – Application</b>	<b>Yes</b>	<b>No</b>	
<b>This Small Loan Submission Checklist - (optional)</b>			
<b>SBA Form 1919, Borrower Information Form, for each required individual</b>			
<b>SBA Form 1920</b>		<b>No</b>	<b>N/A</b>
<b>Community Advantage Addendum – (applies only to CA loans)</b>			
<b>Tab 2 – Lender’s Credit Memorandum</b>	<b>Yes</b>		
<b>Lender’s Credit Memo</b>		<b>No</b>	<b>N/A</b>
<b>Debt Schedule</b>			
<b>Schedule of Collateral</b>			
<b>Tab 3 – Draft Authorization</b>	<b>Yes</b>	<b>No</b>	
<b>Draft Loan Authorization - (suggested, but not required)</b>			
<b>Tab 4 – Personal Information (Owner/Operator/Guarantor)</b>	<b>Yes</b>		<b>N/A</b>
<b>SBA Form 912, Statement of Personal History – (if required, dated within 90 days)</b>			
<b>Documentation of Alien Status, for all non-US citizens</b>			
<b>Tab 5 – Other Processing Documents</b>	<b>Yes</b>		<b>N/A</b>
<b>Business Valuation (by lender or 3<sup>rd</sup> party, as applicable), when required for a change of ownership</b>			
<b>Transcripts for the Last 36 Months, along with an explanation of any reported late payments or charges, for all Same Institution Debts being refinanced with SBA loan proceeds</b>			
<b>List of all M&amp;E being Purchased, with cost quotes, for all M&amp;E being purchased with the SBA loan proceeds</b>			
<b>Tab 6 – (N/A for Small Loans)</b>			
<b>Tab 7 – (N/A for Small Loans)</b>			
<b>Tab 8 – Supporting Docs (Eligibility)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Franchise Documents – (as required if applicant has or will have a franchise, license, dealer or similar agreement)</b>			
<b>Business / Stock / Asset Purchase Agreements – (required when a business is to be acquired with an SBA loan)</b>			
<b>Real Estate Purchase Agreements – (required when real estate is to be purchased with the SBA loan proceeds)</b>			
<b>Copies of all Notes being Refinanced – (required for all Notes being refinanced with SBA loan proceeds)</b>			
<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>			
<b>Environmental Investigation Reports</b>			
<b>Lease Agreement, with terms (including options to renew) at least as long as the term of the loan, if applicable</b>			
<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.



**U. S. Small Business Administration**  
**7(a) Loan Guaranty Processing Center**  
**6501 Sylvan Road, Ste. 122**  
**Citrus Heights, CA 95610**

**7(a) LGPC – Submission Cover Sheet**

***Lender Contact Information***

Lender Name:	
Contact:	
Title:	
Phone:	
Fax:	
Email Address:	

***Lender Service Provider Contact Information***

Name:	
Contact:	
Phone:	
Fax:	
Email Address:	

- Correspond with lender
- Correspond with Lender Service Provider