

SBA 7(a) Loan Submission Checklist
(For all Regular 7(a) and CAPLines)

Tab 1 – Application	Yes	No	N/A
This SBA 7(a) Loan Submission Checklist - (optional)			
SBA Form 1919, Borrower Information Form , for each required individual			
SBA Form 1920			
Tab 2 – Lender’s Credit Memorandum	Yes	No	N/A
Lender’s Credit Memo			
Debt Schedule			
Schedule of Collateral			
Tab 3 – Draft Authorization	Yes	No	N/A
Draft Loan Authorization - (required only for CLP, but suggested for all others)			
Tab 4 – Personal Information (Owner/Operator/Guarantor)	Yes	No	N/A
Personal Financial Statement , for <u>all</u> owners of 20% or more, spouses, and guarantors 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			
Tab 5 – Other Processing Documents	Yes	No	N/A
Business Valuation (by lender or 3 rd party, as applicable), when required for a change of ownership			
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			
List of all M&E being Purchased , with cost quotes, for all M&E being purchased with the SBA loan proceeds			
Tab 6 – Business Financial Statements	Yes	No	N/A
Current Income Statement and 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 and 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			
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 the SBA loan proceeds)			
Copies of all Notes being Refinanced			
Other Agreements			
Tab 9 – Supporting Docs (Collateral)	Yes	No	N/A
Real Estate Appraisal			
Environmental Investigation Reports			
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			

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