

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

<b>Tab 1 – Application</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>This Small Loan Submission Checklist</b> - (optional)			
<b>SBA Form 1919, Borrower Information Form</b> , for each required individual			
<b>SBA Form 1920</b>			
<b>Community Advantage Addendum</b> – (applies only to CA loans)			
<b>Tab 2 – Lender’s Credit Memorandum</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Lender’s Credit Memo</b>			
<b>Debt Schedule</b>			
<b>Schedule of Collateral</b>			
<b>Tab 3 – Draft Authorization</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Draft Loan Authorization</b> - (suggested, but not required)			
<b>Tab 4 – Personal Information (Owner/Operator/Guarantor)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<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			
<b>Tab 5 – Other Processing Documents</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Business Valuation</b> (by lender or 3 <sup>rd</sup> party, as applicable), when required for a change of ownership			
<b>Transcripts for the Last 36 Months</b> , along with an explanation of any reported late payments or charges, for all Same Institution Debts being refinanced with 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 – (N/A for CA &amp; Small Loans)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Tab 7 – (N/A for CA &amp; Small Loans)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Tab 8 – Supporting Docs (Eligibility)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
<b>Franchise Documents</b> – (as required if applicant has or will have a franchise, license, dealer or similar agreement)			
<b>Business / Stock / Asset Purchase Agreements</b> – (required when a business is 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>Copies of all Notes being Refinanced</b> – (required for all Notes being refinanced with 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>			
<b>Environmental Investigation Reports</b>			
<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.



**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