SBA Small Loan Submission Checklist

(for 7(a) Small Loans only)

Tab 1 – Application	**Yes**	**No**	
This Small Loan Submission Checklist - (optional)			
SBA Form 1919, Borrower Information Form, *for each required individual*			
SBA Form 1920 (parts B & C)			
Tab 2 – Lender's Credit Memorandum	**Yes**		
Lender's Credit Memo			
Tab 3 – Draft Authorization	**Yes**	**No**	
Draft Loan Authorization - *(suggested, but not required)*			
Tab 4 – Personal Information (Owner/Operator/Guarantor)	**Yes**		**N/A**
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**		**N/A**
Business Valuation (by lender or 3rd 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 – *(N/A for Small Loans)*			
Tab 7 – *(N/A for Small Loans)*			
Tab 8 – Supporting Docs (Eligibility)	**Yes**	**No**	**N/A**
Franchise Documents – *(as required if applicant has or will have a franchise, license, dealer or similar agreement)*			
Business / Stock / Asset Purchase Agreements – (*required when a business is 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 – *(required for all Notes being refinanced with SBA loan proceeds)*			
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