

Please provide the following information:

LOAN REQUEST

- SBA Loan Request Package with all forms and attachments completed

BUSINESS INFORMATION

- Fiscal year-end financial statements (3 years, if available)
- Federal tax returns: schedules, statements, K-1s (3 years)
- Interim financial statement (not older than 60 days)
- Accounts receivable and accounts payable agings (if applicable, same date as business interim financial statement)
- Last 2 months' business checking account statements
- Copy of business lease(s) if applicable

AFFILIATE INFORMATION (as applicable)

- Fiscal year-end financial statements (3 years, if available)
- Federal tax returns; schedules, statements, K-1s (3 years)
- Interim financial statement (not older than 60 days)
- Description of business operation

LEGAL ENTITY DOCUMENTATION (Business and Affiliates)

See *Legal Entity Documentation list*

PRINCIPAL/GUARANTOR INFORMATION (for those with a 20% or more ownership interest in the business)

- Personal financial statement (not older than 60 days)
- Federal tax returns; schedules, statements, K-1s (3 years)
- Last 2 month of personal bank statements
- Form 1919
- Business Resumé form

BUSINESS ACQUISITION/STOCK BUYOUT

- Purchase agreement with asset allocation
- Business plan
- Business income projections with assumptions
- Seller tax returns (3 years)
- Interim financial statement (not older than 60 days)

REAL ESTATE LOANS

For all real estate secured loans:

- Owner occupancy %
- Copies of all tenant leases, if applicable

For purchase:

- Purchase agreement or letter of intent

For refinance:

- Copy of note(s) to be refinanced
- Copy of most recent loan statement

For construction/Improvements:

- Description of project (include sq. ft.)
- Borrower's estimate of cost
- Preliminary floor plan and site plan

PROJECT-SPECIFIC DOCUMENTS

- Franchise agreement or UFOC
- If loan will be used to start up or expand a business, copy of the business plan that includes two years of month-by-month projections and assumptions
- If loan will be used to refinance any existing loans, copy of the promissory note for each loan to be refinanced
- If loan project includes leasing a new location, provide a draft copy of the lease or sample terms of lease
- For all 504 loans, complete CDC-specific documentation which will be provided

Thank you for the opportunity to work with you on this request.