



SBA 7A Loan Checklist

Connecting Passion with Resources

1. Company Profile – form attached.
2. Use of Loan Proceeds – form attached.
3. Company Business Plan. Please provide business plan or company narrative in editable format (MS Word or similar). Your business plan will allow us to tell lenders and the SBA about your business. The more complete the better.
4. Company Financial Statements (Balance Sheet & P&L) for the past 3 fiscal year ends.
5. Company Interim Financial Statements (Balance Sheet & P&L) for the most recent month end period (not older than 60 days). Provided as of _____.
6. Company Federal Income Tax returns for the past 3 years (Please include all schedules)
7. Company Debt Schedule (including leases), on attached form. As of _____.
8. Aging of accounts receivable and accounts payable for the most recent month end period (not older than 60 days).
9. If you have a 50% or more ownership interest in, or control of the operation of any other company or entity, this is generally considered to be an affiliated company. Please enclose financial statements and tax returns for the past 3 years and an interim financial statement (not older than 60) days.
10. Company Profit and Loss Projections for the next two (2) years. The first year should be broken down monthly. (This is especially important for startup or rapid growth companies).
11. Personal Financial Statement (joint with spouse if applicable), on attached form, for each person who owns 20% or more of the company. Please provide supporting bank statements, recent pay stubs, etc.)
12. Personal Federal Income Tax returns for the past three (3) years for each person who owns 20% or more of the company. Please enclose ALL schedules, W-2s and 1099s.
13. A Personal History Statement (form attached) and resume, for each person who owns 20% or more of the company.
14. Credit Authorizations signed and dated, on attached form.
15. _____
16. _____

**1839 Bent Tree Lane
Tyler, Texas 75703
903-571-9494
John.hart@tyler.net**

Company Profile

Company Name: _____ Contact: _____

Address: _____ Phone: _____ Fax: _____

City: _____ County: _____ State: _____ Zip: _____

Company Assumed Name (if applicable): _____

Brief Business Description: _____

Business Entity: Corporation Sole Proprietorship Partnership Other: _____

Date Entity Formed: _____ Date Incorporated: _____

Date current management assumed control: _____

Federal taxpayer identification number: _____ Webb Address: _____

Number of employees at time of application: _____ When loan is approved: _____

Company Ownership (100% ownership must be shown)

<u>Name and Address</u>	<u>Social Security #</u>	<u>Ownership %</u>	<u>Company Title</u>
1. _____	_____	0.000%	_____
			eMail Address: _____
2. _____	_____	0.000%	_____
			eMail Address: _____
3. _____	_____	0.000%	_____
			eMail Address: _____
4. _____	_____	0.000%	_____
			eMail Address: _____
5. _____	_____	0.000%	_____
			eMail Address: _____

Name to be used on your business checking account: _____

Designated signers on checking account: _____

CPA Name / Firm: _____ Phone: _____

Attorney Name / Firm: _____ Phone: _____

Insurance Agent Name / Firm: _____ Phone: _____

Affiliated Companies (if applicable) _____ # of Employees _____

_____ # of Employees _____

_____ # of Employees _____

Use of Proceeds

The requested loan funds will be used for the following purposes

- Land Purchase _____
- Building Construction _____
- Building Soft Costs (Engineering, Etc.) _____
- Construction Contingency _____
- Inventory Purchase _____
- Equipment Purchase _____
- Leasehold Improvements Purchase _____
- Purchase of Existing Business _____
- Franchise Fees _____
- Debt Refinance _____
- Accounts Payable _____
- Working Capital _____
- Application and Closing Costs _____
- Other: _____

Total Funds Required	\$0
Less: Proposed Borrower Down Payment (Equity)	_____
Total Loan Request	\$0

Details on construction project (location, size and type of facility, etc.), assets to be purchased (location, description, etc.), items to be refinanced, uses of working capital, and source of Borrower's injection (equity):

How will this loan benefit your company?

Personal History Statement

First, Middle, Last Name: _____

Company Title: _____ Ownership %: 0.00% Date of Birth: _____

Social Security Number: _____ eMail: _____

Place of Birth: _____ U.S. Citizen? Yes No

Have you ever been in bankruptcy? Yes No Alien Registration No. (if applicable): _____

Spouse First, Middle, Last Name: _____

Company Title: _____ Ownership %: 0.00% Date of Birth: _____

Social Security Number: _____ eMail: _____

Place of Birth: _____ U.S. Citizen? Yes No

Have you ever been in bankruptcy? Yes No Alien Registration No. (if applicable): _____

Current Address: _____

City, State, Zip: _____ From: _____ To: _____

Home Phone: _____ Cell Phone: _____ Business Phone: _____

Former Address: _____

City, State, Zip: _____ From: _____ To: _____

Military (Branch): _____

Service Date Entered: _____ Date Discharged: _____

Rank at Discharge: _____ Type of Discharge: _____

Education:

Institution: _____ City and State: _____

From: _____ To: _____ Major: _____ Degree: _____

Institution: _____ City and State: _____

From: _____ To: _____ Major: _____ Degree: _____

Employment History (Attach More Detailed Resume for Key Employees):

Employer: _____ City and State: _____

From: _____ To: _____ Title: _____ Duties: _____

Employer: _____ City and State: _____

From: _____ To: _____ Title: _____ Duties: _____

Employer: _____ City and State: _____

From: _____ To: _____ Title: _____ Duties: _____

Employer: _____ City and State: _____

From: _____ To: _____ Title: _____ Duties: _____

Are you presently under indictment, on parole or probation? Yes No

Have you ever been charged with or arrested for any criminal offense other than a minor motor vehicle violation? Yes No

Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation including adjudication withheld pending probation, for any criminal offense other than a minor motor vehicle violation? Yes No



Business Plan Guide

Connecting Passion with Resources

I. Executive Summary

1. Provide a Summary of the Loan Request.
2. Describe the amount of the owner's contribution towards the project and source of those funds.

II. Business Description

1. Provide a brief history of the business.
2. Describe the unique qualities and value of your products or services.

III. Market Analysis

1. What is the general outlook for the industry as a whole?
2. What geographical area will be served?
3. Profile the potential customers and the number that exist in the target market.
4. Who are the competitors and what are their strengths and weaknesses?

IV. Marketing Plan

1. How will you advertise and who will be responsible for sales?
2. What variety of products and services will be offered and how will then be priced?
3. What is your competitive edge?

V. Operations

1. Where will your business be located?
2. Who are your suppliers and what are their terms?
3. What processes must be followed to get the product or service to the customer?
4. Are there special permits or licenses that must be acquired and maintained?
5. What are the equipment requirements for the business?

VI. Management Plan

1. What is the legal structure of the business?
2. Provide a resume of the owners and managers?

VII. Critical Risk

1. What potential problems could arise and how would they be managed?

VIII. Financial Data

1. Provide historical financial data on the business, if applicable.
2. Projections of income and expenses, cash flow, and a proforma balance sheet should be developed.
3. What is the break-even sales level?

IX. Exhibits



PERSONAL FINANCIAL STATEMENT
7(a) / 504 LOANS AND SURETY BONDS

U.S. SMALL BUSINESS ADMINISTRATION

As of _____, _____

SBA uses the information required by this Form 413 as one of a number of data sources in analyzing the repayment ability and creditworthiness of an application for an SBA guaranteed 7(a) or 504 loan or a guaranteed surety.

Complete this form for: (1) each proprietor; (2) general partner; (3) managing member of a limited liability company (LLC); (4) each owner of 20% or more of the equity of the Applicant (including the assets of the owner's spouse and any minor children); and (5) any person providing a guaranty on the loan

Return completed form to:

For 7(a) loans: the lender processing the application for SBA guaranty

For 504 loans: the Certified Development Company (CDC) processing the application for SBA guaranty

For Surety Bonds: the Surety Company or Agent processing the application for surety bond guaranty

Name	Business Phone
-------------	-----------------------

Home Address	Home Phone
---------------------	-------------------

City, State, & Zip Code

Business Name of Applicant

ASSETS	LIABILITIES
(Omit Cents)	(Omit Cents)
Cash on Hand & in banks.....\$ _____	Accounts Payable.....\$ _____
Savings Accounts.....\$ _____	Notes Payable to Banks and Others.....\$ _____
IRA or Other Retirement Account.....\$ _____	(Describe in Section 2)
(Describe in Section 5)	Installment Account (Auto).....\$ _____
Accounts & Notes Receivable.....\$ _____	Mo. Payments \$ _____
(Describe in Section 5)	Installment Account (Other).....\$ _____
Life Insurance – Cash Surrender Value Only.....\$ _____	Mo. Payments \$ _____
(Describe in Section 8)	Loan(s) Against Life Insurance.....\$ _____
Stocks and Bonds.....\$ _____	Mortgages on Real Estate.....\$ _____
(Describe in Section 3)	(Describe in Section 4)
Real Estate.....\$ _____	Unpaid Taxes.....\$ _____
(Describe in Section 4)	(Describe in Section 6)
Automobiles.....\$ _____	Other Liabilities.....\$ _____
(Describe in Section 5, and include	(Describe in Section 7)
Year/Make/Model)	Total Liabilities.....\$ _____
Other Personal Property.....\$ _____	Net Worth.....\$ _____
(Describe in Section 5)	
Other Assets.....\$ _____	
(Describe in Section 5)	
Total \$ _____	Total \$ _____
	*Must equal total in assets column.

Section 1. Source of Income.	Contingent Liabilities
Salary.....\$ _____	As Endorser or Co-Maker.....\$ _____
Net Investment Income.....\$ _____	Legal Claims & Judgments.....\$ _____
Real Estate Income.....\$ _____	Provision for Federal Income Tax.....\$ _____
Other Income (Describe below)*.....\$ _____	Other Special Debt.....\$ _____

Description of Other Income in Section 1.

*Alimony or child support payments should not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Banks and Others. (Use attachments if necessary. Each attachment must be identified as part of this statement and signed.)

Names and Addresses of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as part of this statement and signed.)

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C
Type of Real Estate (e.g. Primary Residence, Other Residence, Rental Property, Land, etc.)			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

Section 5. Other Personal Property and Other Assets. (Describe, and, if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and, if delinquent, describe delinquency.)

Section 6. Unpaid Taxes. (Describe in detail as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7. Other Liabilities. (Describe in detail.)

Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies – name of insurance company and Beneficiaries.)

I authorize the SBA/Lender/Surety Company to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness.

CERTIFICATION: (to be completed by each person submitting the information requested on this form)

By signing this form, I certify under penalty of criminal prosecution that all information on this form and any additional supporting information submitted with this form is true and complete to the best of my knowledge. I understand that SBA or its participating Lenders or Certified Development Companies or Surety Companies will rely on this information when making decisions regarding an application for a loan or a surety bond. I further certify that I have read the attached statements required by law and executive order.

Signature _____

Date _____

Print Name _____

Social Security No. _____

Signature _____

Date _____

Print Name _____

Social Security No. _____

NOTICE TO LOAN AND SURETY BOND APPLICANTS: CRIMINAL PENALTIES AND ADMINISTRATIVE REMEDIES FOR FALSE STATEMENTS:

Knowingly making a false statement on this form is a violation of Federal law and could result in criminal prosecution, significant civil penalties, and a denial of your loan or surety bond application. A false statement is punishable under 18 U.S.C. §§ 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 U.S.C. § 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally-insured institution, a false statement is punishable under 18 U.S.C. § 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000. Additionally, false statements can lead to treble damages and civil penalties under the False Claims Act, 31 U.S.C. § 3729, and other administrative remedies including suspension and debarment.

PLEASE NOTE: The estimated average burden hours for the completion of this form is 1.5 hours per response. If you have questions or comments concerning this estimate or any other aspect of this information, please contact Chief, Administrative Branch, U.S. Small Business Administration, Washington, D.C. 20416, and Clearance officer, paper Reduction Project (3245-0188), Office of Management and Budget, Washington, D.C. 20503. PLEASE DO NOT SEND FORMS TO OMB.

PLEASE READ, DETACH, AND RETAIN FOR YOUR RECORDS
STATEMENTS REQUIRED BY LAW AND EXECUTIVE ORDER

SBA is required to withhold or limit financial assistance, to impose special conditions on approved loans, to provide special notices to applicants or borrowers and to require special reports and data from borrowers in order to comply with legislation passed by the Congress and Executive Orders issued by the President and by the provisions of various inter-agency agreements. SBA has issued regulations and procedures that implement these laws and executive orders. These are contained in Parts 112, 113, and 117 of Title 13 of the Code of Federal Regulations and in Standard Operating Procedures.

Privacy Act (5 U.S.C. 552a)

Any person can request to see or get copies of any personal information that SBA has in his or her file when that file is retrieved by individual identifiers such as name or social security numbers. Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act.

Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. Disclosures of name and other personal identifiers are, however, required for a benefit, as SBA requires an individual seeking assistance from SBA to provide it with sufficient information for it to make a character determination. In determining whether an individual is of good character, SBA considers the person's integrity, candor, and disposition toward criminal actions. Additionally, SBA is specifically authorized to verify your criminal history, or lack thereof, pursuant to section 7(a)(1)(B), 15 USC Section 636(a)(1)(B) of the Small Business Act (the Act). Further, for all forms of assistance, SBA is authorized to make all investigations necessary to ensure that a person has not engaged in acts that violate or will violate the Act or the Small Business Investment Act, 15 USC Sections 634(b)(11) and 687(b)(a), respectively. For these purposes, you are asked to voluntarily provide your social security number to assist SBA in making a character determination and to distinguish you from other individuals with the same or similar name or other personal identifier.

The Privacy Act authorizes SBA to make certain "routine uses" of information protected by that Act. One such routine use is the disclosure of information maintained in SBA's investigative files system of records when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature. Specifically, SBA may refer the information to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for, or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. Another routine use is disclosure to other Federal agencies conducting background checks; only to the extent the information is relevant to the requesting agencies' function. See, 74 F.R. 14890 (2009), and as amended from time to time for additional background and other routine uses.

Right to Financial Privacy Act of 1978 (12 U.S.C. 3401) -- This is notice to you as required by the Right to Financial Privacy Act of 1978, of SBA's access rights to financial records held by financial institutions that are or have been doing business with you or your business, including any financial institutions participating in a loan or loan guaranty. The law provides that SBA shall have a right of access to your financial records in connection with its consideration or administration of assistance to you in the form of a Government guaranteed loan. SBA is required to provide a certificate of its compliance with the Act to a financial institution in connection with its first request for access to your financial records, after which no further certification is required for subsequent accesses. The law also provides that SBA's access rights continue for the term of any approved loan guaranty agreement. No further notice to you of SBA's access rights is required during the term of any such agreement. The law also authorizes SBA to transfer to another Government authority any financial records included in an application for a loan, or concerning an approved loan or loan guarantee, as necessary to process, service or foreclose on a loan guaranty or collect on a defaulted loan guaranty.

Freedom of Information Act (5 U.S.C. 552)

This law provides, with some exceptions, that SBA must supply information reflected in agency files and records to a person requesting it. Information about approved loans that will be automatically released includes, among other things, statistics on our loan programs (individual borrowers are not identified in the statistics) and other information such as the names of the borrowers (and their officers, directors, stockholders or partners), the collateral pledged to secure the loan, the amount of the loan, its purpose in general terms and the maturity. Proprietary data on a borrower would not routinely be made available to third parties. All requests under this Act are to be addressed to the nearest SBA office and be identified as a Freedom of Information request.

Flood Disaster Protection Act (42 U.S.C. 4011) -- Regulations have been issued by the Federal Insurance Administration (FIA) and by SBA implementing this Act and its amendments. These regulations prohibit SBA from making certain loans in an FIA designated floodplain unless Federal Flood insurance is purchased as a condition of the loan. Failure to maintain the required level of flood insurance makes the applicant ineligible for any financial assistance from SBA, including disaster assistance.

Executive Orders -- Floodplain Management and Wetland Protection (42 F.R. 26951 and 42 F.R. 26961) -- SBA discourages settlement in or development of a floodplain or a wetland. This statement is to notify all SBA loan applicants that such actions are hazardous to both life and property and should be avoided. The additional cost of flood preventive construction must be considered in addition to the possible loss of all assets and investments due to a future flood.

Occupational Safety and Health Act (15 U.S.C. 651 et seq.) -- This legislation authorizes the Occupational Safety and Health Administration in the Department of Labor to require businesses to modify facilities and procedures to protect employees or pay penalty fees. Businesses can be forced to cease operations or be prevented from starting operations in a new facility. Therefore, SBA may require additional information from an applicant to determine whether the business will be in compliance with OSHA regulations and allowed to operate its facility after the loan is approved and disbursed. Signing this form as an applicant is certification that the OSHA requirements that apply to the applicant business have been determined and that the applicant, to the best of its knowledge, is in compliance. Furthermore, applicant certifies that it will remain in compliance during the life of the loan.

Civil Rights Legislation -- All businesses receiving SBA financial assistance must agree not to discriminate in any business practice, including employment practices and services to the public on the basis of categories cited in 13 C.F.R., Parts 112, 113, and 117 of SBA Regulations. This includes making their goods and services available to handicapped clients or customers. All business borrowers will be required to display the "Equal Employment Opportunity Poster" prescribed by SBA.

Equal Credit Opportunity Act (15 U.S.C. 1691) -- The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status or age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act.

Executive Order 11738 -- Environmental Protection (38 F.R. 251621) -- The Executive Order charges SBA with administering its loan programs in a manner that will result in effective enforcement of the Clean Air Act, the Federal Water Pollution Act and other environment protection legislation.

Debt Collection Act of 1982, Deficit Reduction Act of 1984 (31 U.S.C. 3701 et seq. and other titles) -- These laws require SBA to collect aggressively any loan payments which become delinquent. SBA must obtain your taxpayer identification number when you apply for a loan. If you receive a loan, and do not make payments as they come due, SBA may take one or more of the following actions: (1) report the status of your loan(s) to credit bureaus, (2) hire a collection agency to collect your loan, (3) offset your income tax refund or other amounts due to you from the Federal Government, (4) suspend or debar you or your company from doing business with the Federal Government, (5) refer your loan to the Department of Justice or other attorneys for litigation, or (6) foreclose on collateral or take other action permitted in the loan instruments.

Immigration Reform and Control Act of 1986 (Pub. L. 99-603) -- If you are an alien who was in this country illegally since before January 1, 1982, you may have been granted lawful temporary resident status by the United States Immigration and Naturalization Service pursuant to the Immigration Reform and Control Act of 1986. For five years from the date you are granted such status, you are not eligible for financial assistance from the SBA in the form of a loan guaranty under Section 7(a) of the Small Business Act unless you are disabled or a Cuban or Haitian entrant. When you sign this document, you are making the certification that the Immigration Reform and Control Act of 1986 does not apply to you, or if it does apply, more than five years have elapsed since you have been granted lawful temporary resident status pursuant to such 1986 legislation.

Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821 et seq.)

Borrowers using SBA funds for the construction or rehabilitation of a residential structure are prohibited from using lead-based paint (as defined in SBA regulations) on all interior surfaces, whether accessible or not, and exterior surfaces, such as stairs, decks, porches, railings, windows and doors, which are readily accessible to children under 7 years of age. A "residential structure" is any home, apartment, hotel, motel, orphanage, boarding school, dormitory, day care center, extended care facility, college or other school housing, hospital, group practice or community facility and all other residential or institutional structures where persons reside.

Executive Order 12549, Debarment and Suspension 2 CFR 2700

1. The borrower or contractor certifies, by submission of its application for an SBA loan or bond guarantee, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to the application.

PERSONAL CASH FLOW STATEMENT

Name: _____ Spouse: _____

This Cash Flow Statement is a part of my financial statement dated _____ Individual: () Joint: ()

SOURCES OF CASH	PRIOR YEAR	CURRENT YEAR	NEXT YEAR
Salaries, Wages, Commissions, Bonuses			
Rental Income			
Interest, Royalties, Dividends, Etc.			
Distributions from Estates and Trusts			
Sale of Assets			
Cash Received from Individual Businesses			
Cash Received from Partnerships			
Cash Received from "S" Corporations			
IRA Distributions			
Income Tax Refunds			
Other			
Other			
Other			
Other			
TOTAL CASH RECEIVED			

USES OF CASH	PRIOR YEAR	CURRENT YEAR	NEXT YEAR
Bank Loans (Principal and Interest)			
Mortgage Loan (Principal and Interest)			
Insurance			
Household Expenses (Food, Clothing, Etc.)			
Charge Accounts			
IRA Contributions			
Charitable Contributions			
Business Payments (Capitalizations, Etc.)			
Income Taxes			
Other			
Other			
Other			
Other			
TOTAL CASH OUTLAYS			
CASH FLOW SURPLUS (DEFICIT)			

CONTINGENT LIABILITIES	PRIOR YEAR	CURRENT YEAR	NEXT YEAR
As Endorser, Comaker or Guarantor			
On Leases or Contracts			
Legal Claims or Judgments			
Other (Alimony, Child Support, Etc.)			
TOTAL CONTINGENT LIABILITIES			

Date: _____

Signature _____ Date: _____

Signature _____