



Small Business Administration Loan Request Form

The following worksheets are a brief outline of the important information that will be requested when you begin to complete SBA Application. If you wish, you may use this sheet as a guide and a worksheet to help gather the information needed.

Introduction:

The following are the primary categories that we try to fully understand from the information that will be provided during the application process for an SBA Loan. Please read through these categories and be sure that these areas are thoroughly address in your business plan or in the application.

Management Quality and Experience - Experience of the borrowers is one of the most important ingredients of a successful business. Please make sure that in your information, that you highlight the experience and skill required to successfully manage your business. This information is best described and highlighted in the following pages of the SBA

- *Resume and Experience of Owners and Managers*

Cash Flow - Cash Flow is an important subject to determine right from the beginning. Cash flow calculations help determine the ability to pay expenses, debt service, and derive profits. Cash flow is determined from the following sources of information on the SBA Application:

- *Projected Income Statements (3 years)*
- *3 Years Tax Returns (Pers. & Bus.)*
- *Historic Income Statements (3 years)*
- *Historic Balance Sheets*

Collateral - SBA Loans are fully collateralized loans. This information is best described and highlighted in the following pages of the SBA Application:

- *Personal Financial Statement*
- *Business Financial Statements*
- *Use of Funds Worksheet*
- *Business Plan*

Capital -This represents your investment in your business as it applies to this loan. SBA Loans require cash investment from the borrowers ranging from 10% to 30% on the purchase of business assets depending on the type and structure of the project. This information is best described and highlighted in the following pages of the SBA Application

- *Personal Financial Statement*
- *Business Financial Statements*
- *Use of Funds Worksheet*
- *Business Plan*

Business/Market Conditions - Take time to communicate the basics of your business' market position and business conditions. This information is best described and highlighted in the following pages of the SBA Application:

- *Business Plan*
- *Marketing Plan*
- *Business Outline*
- *Letter of Explanation*

SBA Loan Application Checklist

(Complete list of items needed for your SBA loan package)

Quick Pre-Qualification Checklist of Forms and Information

The following is a list of items needed to provide a quick pre-qualification of your request.

1. Forms Included In Application Package

- Loan Request Form
- Personal Financial Statement
- Statement of Personal History complete and sign
- Authorization to Release Information –
- Business Debt Schedule
- Management Resume for all principle owners
- Personal Family Budget
- History Of Business

2. Additional items to provide for pre-approval

- Business Financial Statements-
 - Income Statements & Balance Sheets 96, 97, 98
 - Interim Business Income Statement and Balance Sheet. (45 days or newer)
- Cash Flow Projections –3 Year Pro-Forma (Projections)
- Business Tax Returns - 3 years Business Tax Returns 96, 97, 98
- Personal Tax Returns- & W-2's (3 years) 96, 97, 98
- List of Equipment to be purchased
- Construction Costs if applicable
- Business Plan if available

Note: This list includes the majority of items needed for a complete SBA Application. There are usually, however, additional items that become necessary during the approval process. Feel free to ask questions about any of these items listed.

Additional Items Needed to Complete the Loan File

The following is a list of additional items needed to complete the full SBA Loan Request File.

1. SBA Application Package

- Insurance Information
- Request for Copy of Transcript Tax Form

2. Business Financial Information

- Aging of Receivables/Payables
- Financials on Affiliate Businesses

3. Personal Financial Information

- Personal Tax Returns- & W-2's (3 years) 96,97,98
- Personal Financial Statements – from all owners
- Copy of Mortgage Statements on all property
- Proof of Cash Injection required by borrower

4. Use of Funds Information

- Specific Breakdown of the Use of Funds

5. Other Items

- Partnership Agreements
- Fictitious Business Name Statement
- Business License
- Articles of Incorporation & Bylaws
- Trust Agreements if applicable
- Escrow Instructions
- Leases or Proposed Lease
- Drivers License
- Green Card if applicable
- Environmental Questionnaire if applicable
- Employer Tax ID Number
- Corporate Stock Certificates
- Certificate of Secretary of Corporation
- Landlord's Consent on leased property
- Assignment of Lease from Landlord
- Franchise Agreements
- Builder Information
- Plans and Drawings
- Estimates and Bids
- Permits if available

6. Items gathered by Lender

- Dun & Bradstreet Business Report
- UCC Search
- Credit Report on all owners
- Preliminary Title Report
- Flood Zone Report
- Environmental Phase I if applicable
- Appraisals if applicable
- Site visit analysis

7. Other Items needed

Small Business Administration Loan Request Form

Amount of Loan Requested \$ _____ Term: # of Years: _____
 (See Estimated Project Costs Below for Requested Loan Amount)

Applicant Company Information

Borrower Name: _____

Type of Business: _____

Phone Number: _____ **Home Number:** _____ **Fax:** _____

Trade Name: _____ **Corporation Name:** _____

Current Address: _____ **City:** _____ **Zip:** _____

Rent or Own? _____ **Date Business Was Established:** _____

Future Address: _____ **City:** _____ **Zip:** _____

Contact: _____ **Position:** _____

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

If yes, please explain: _____

Have you ever been charged with, arrested, and/or convicted of any criminal offense other than a minor motor vehicle violation? Yes No

If yes, please explain: _____

Entity: "C" Corporation: "S" Corporation LLC

Partnership Sole Proprietorship Other _____

Number of existing employees _____ # of employees after this loan _____

Estimated Project Costs

Costs/Uses of Funds - Please outline the use of funds in the space below. Be as specific as possible.

	TOTAL COSTS	COMMENTS
Land and Building (total costs)		
New construction	+	
Leasehold improvements	+	
Machinery & equipment	+	
Debt repayment	+	
Inventory	+	
Working capital	+	
Fees	+	
Other	+	
Total Project	=	
Seller Financing	-	
Cash Injections	-	15% to 30% or greater borrowers cash investment depending on project
TOTAL LOAN REQUEST	=	

Ownership of Applicant Company

(Show 100% of ownership including all proprietors, partners, officers, directors and any holders of outstanding stock)

Name/Title	% Owned	Compensation	Active?	Citizen?	Green Card?

Sources of Applicants Capital Injection and/or Equity

When purchasing Real Estate, Equipment, or other assets; between 15% to 30% or more may be required as cash injection toward the purchase. Please list the location of the funds to be used as capital / cash injection.

Amount	Where Funds are held or Source of Equity Injection
\$ _____	_____
\$ _____	_____
\$ _____	_____

Collateral For This Loan

SBA Loans are fully collateralized. Please list the collateral that will be offered for this loan.

Estimated Value of Collateral \$ _____ Source of Valuation _____

Additional Information

Do any of the Principles of the business have any ownership in other businesses? _____

Have any of the Principles been arrested and/or convicted of a Felony or Misdemeanor, on parole or probation, or under Indictment? If yes, explain _____

Are any applicants party to past or pending claims, lawsuit, judgement, or tax liens? _____

If yes, attach full description _____

Have you ever applied or obtained an SBA Loan or assistance from SBA before? _____

The Status: _____

Has any applicant filed Bankruptcy in past?	_____	If yes, attach full description.
Do applicants owe any past Taxes?	_____	If yes, attach full description.
Have you prepared a Business Plan ?	_____	If yes, please attach
Have you completed cash flow projections?	_____	Please attach
List Important Trade References:	_____	Phone _____
	_____	Phone _____

Bank Reference _____	Phone _____
Accountant Name _____	Phone _____
Attorney Name _____	Phone _____

Affiliates

List below all business concerns in which the applicant company, or any of the individuals listed in the ownership section above have any ownership.

Company Name	Name of Ownership	% of Ownership
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Brief Description of the Primary Purpose for This Loan

Please provide a brief description of your Business and the primary need and use for SBA Loan Funds.

Attach Financial Information Here

Historic Business Financial Statements - This should include the last 3 years of:

- _____ Business Income Statements. (often called a Profit and Loss Statement)
- _____ Business Balance Sheets (Assets and Liabilities on the Business)
- _____ Business Federal Tax Returns (all pages)

Interim (Current) Business Financial Statement – Profit & Loss Statement and Balance Sheet

_____ The most current Business Income Statement and Balance Sheet – dated 45 days or newer. Include with the Interim statement, an Accounts Receivable Aging and a Accounts Payable Aging dated the same as the Interim financial Statement.

3 Years Historic Personal Tax Returns

_____ Personal Federal Tax Returns (all pages)

Pro-Forma (Projected) Business Financial Statement

_____ Prepare a projection of your Income (Profit and Loss) Statement for 3 years into the future.

Current Accounts Receivable and Accounts Payable Aging

_____ Must balance to and be dated the same as the Interim Financial Statements noted above.

Section 3 Stocks and Bonds (use attachments if necessary)

Number of Shares	Name of securities	Cost	Market Value Quotation/Exch.	Date of Quote	Total Value

Section 4 Real Estate Owned (List Each Parcel Separately. Use attachments if necessary.)

	Property A	Property B	Property C
Type of Property			
Address of Property			
Name and address of Title Holder			
Date Purchased			
Original Cost			
Present Market Value			
Name and Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Monthly Payment			
Status of Mortgage			

Section 5 Other Personal Property and Other Assets (describe, 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 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 Lender/SBA to make inquiries as necessary to verify the accuracy of the statements made and to determine my credit worthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (reference 18 U.S.C 1001).

Signature _____ Date _____ SSN: _____

Signature _____ Date _____ SSN: _____

Please note: The estimated average burden hours for this completion of the form is 1.5 hours per response. If you have any question or comments concerning this estimated or any other aspect of this information, please contact Chief Administrative Branch US small Business administration, Washington DC 20416 and clearance office, Paper Reduction Project (3245-0188), Office of Management and Budget. Washington, DC 20503

Authorization to Release Information

I/We hereby authorize the release to Lender of any and all information they may require at any time for any purpose related to our credit transaction with them. I/We further authorize Lender to release such information to any entity they deem necessary for any purpose related to our credit transaction with them.

I/We hereby certify that the enclosed information (plus any attachments or exhibits) is valid and correct to the best of my/our knowledge.

I/We hereby acknowledge that all loan approvals will be in writing and subject to the terms and conditions set forth in a commitment letter signed by an officer of Lender.

Signature: _____

SS#: _____

Date: _____

Signature: _____

SS#: _____

Date: _____

Business Debt Schedule

List on this schedule the details of loans, contracts, leases, notes payable, or any other payables (other than short-term accounts payable and accrued liabilities). The totals of this schedule should match the liabilities on the Business Interim Balance Sheet listed on the previous pages. Be sure to include loans that you will be paying off with this loan.

Company Name: _____ Date _____
(same date as interim financial stmt.)

Creditor/Lender Name & Address	Original Amount \$	Current Balance	Interest Rate %	Monthly Payment	Maturity Date	Collateral

Total Present Balance * \$ _____

Signature: _____ Date: _____

*Total must agree with balance shown on interim balance sheet.

History of Business

(Use separate attachments to answer questions, if necessary)

Nature Of Business _____

Types of Products /Services _____

Customer Profile _____

List Key Customers

List Major Competitors

Major Past Accomplishments _____

Future Plans for Growth/Expansion _____

How will this loan benefit your company? _____

Will the funding of this loan create new employment opportunities? _____

If so, state how _____

MANAGEMENT RESUME

(Additional forms available upon request)

Please fill in all spaces, use full first, middle and maiden names--no initials. If an item is not applicable, please indicate so. You may include additional relevant information on a separate exhibit. Sign and date where indicated.

Name _____ SS# _____
First Middle Maiden Last

Date of Birth _____ Place of Birth _____

Residence Telephone () _____ Business Telephone () _____

Residence Address _____
Street City State Zip

Previous Address _____
Street City State Zip

Lived there from _____ To _____
Month and Year Month and Year

Spouse's Name _____ SS# _____
First Middle Maiden Last

Are you employed by the U.S. Government? _____ Agency/Position _____

Are you a U.S. Citizen? Yes No If no, give Alien Registration Number _____

Have you ever been charged with or convicted of any criminal offense other than a misdemeanor involving a motor vehicle violation? Yes No
 If yes furnish details in a separate exhibit.

Are you current on all taxes? Yes No Do you have any liens/judgements Yes No

EDUCATION

College or Technical Training Name & Location _____ Dates Attended From/To _____ Major _____ Degree or Certificate _____

MILITARY SERVICE BACKGROUND

Branch _____ From _____ To _____ Honorable Discharge _____
 Rank at Discharge _____ Major assignment/accomplishment _____

WORK EXPERIENCE (List chronologically, beginning with present employment)

Company Name/Location _____
 From _____ To _____ Title _____
 Duties _____

Company Name/Location _____
 From _____ To _____ Title _____
 Duties _____

Company Name/Location _____
 From _____ To _____ Title _____
 Duties _____

Signature: _____ Date _____

Insurance Information

Collateral Real Estate

Business Name _____

Property Owner's Name _____

Property Owners Address _____

Type of Property :Commercial _____ Residential _____

Date Purchased _____ Original Purchase Price \$ _____ Present Value \$ _____

Policy # _____ Insurance Amount \$ _____

Insurance Carrier _____

Agent _____ Phone _____

Agent Address _____ City _____ Zip _____

Additional comments _____

Business Asset Insurance

Insurance Carrier _____

Agent _____ Phone _____

Agent Address _____ City _____ Zip _____

Policy # _____ Insurance Amount \$ _____

Certificate of Secretary

Note: This applies to Corporations only.

I certify that I am the secretary of _____ and that the following persons hold own shares in this corporation in the amount and form designated.

1. Directors

(Name) _____

(Name) _____

(Name) _____

(Name) _____

2. Officers

President (Name) _____

Vice President (Name) _____

Secretary (Name) _____

Treasurer (Name) _____

3. Shareholders

Name	# of Shares	% of Shares	From of Ownership
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date: _____

By: SECRETARY _____

Sample Cash Flow Calculation

Business Income	Actual / Historical			Projected		
	Y/E _____	Y/E _____	Y/E _____	Y/E _____	Y/E _____	Y/E _____
Annual Gross Sales	\$	\$	\$	\$	\$	\$
Net Profit (1)	\$	\$	\$	\$	\$	\$
Plus Depreciation	\$	\$	\$	\$	\$	\$
Plus Interest	\$	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$	\$
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Continuing Bus. Debt Pmts	\$	\$	\$	\$	\$	\$
Plus Owners Draw (2)	\$	\$	\$	\$	\$	\$
Plus new loan Pmnt	\$	\$	\$	\$	\$	\$
Total Cash Flow	\$	\$	\$	\$	\$	\$

Notes: (1) From Tax Returns
(2) List only the amount of owners draw not listed in salaries.