

## SBA LOAN APPLICATION / PROCESSING CHECKLIST

This list is provided to assist you in gathering the information necessary to evaluate your loan request & eligibility. Please submit all forms in ink or typewritten. You may duplicate any forms as needed. In order to expedite the processing of your loan request, please complete all applicable sections of this package.

### ADDITIONAL INFORMATION MAY BE REQUIRED (ON A CASE BY CASE BASIS)

#### APPLICATION

	Rec'd Initials
<b>A. Business: American Business Bank SBA Loan Applicant</b>	
1 <input type="checkbox"/> Applicant Information Sheet	_____
2 <input type="checkbox"/> History of Business Form	_____
3 <input type="checkbox"/> Business Debt Schedule (should match figures on interim financial statement), signed and dated	_____
4 <input type="checkbox"/> IRS Form 4506T - IRS Tax Transcript Verification	_____
5 <input type="checkbox"/> Last 3 years - Business Federal Tax Returns (including all schedules), signed and dated	_____
6 <input type="checkbox"/> Last 3 years - Business Financial Statements (Accrual Basis), signed and dated	_____
7 <input type="checkbox"/> Business Interim Financial Statement preferably within 90 days old (max 120 days old of submission to SBA), signed and dated	_____
8 <input type="checkbox"/> Accounts Receivable and Accounts Payable Aging (should match figures on interim financial statement)	_____
9 <input type="checkbox"/> Copy of Budget, Projections and/or ProForma's - in the following breakdown: <i>Month to Month for 1 year and Annually for two years + Assumptions, signed and dated</i>	_____
<b>B. Affiliates: Financial Information on any other business affiliation</b>	
<i>Affiliation exists when one individual or entity controls or has the power to control another or a third party(ies) controls or has the power to control both. SBA considers factors such as ownership, management, previous relationships with or ties to another entity, and contractual relationships when determining whether affiliation exists.</i>	
1 <input type="checkbox"/> History of Business Form, if applicable	_____
2 <input type="checkbox"/> Business Debt Schedule (should match figures on interim financial statement), signed and dated	_____
3 <input type="checkbox"/> IRS Form 4506T - IRS Tax Transcript Verification	_____
4 <input type="checkbox"/> Last 3 years - Business Federal Tax Returns (including all schedules and K1's), signed and dated	_____
5 <input type="checkbox"/> Last 3 years - Business Financial Statements (Accrual Basis), signed and dated	_____
6 <input type="checkbox"/> Business Interim Financial Statement preferably within 90 days old (max 120 days old of submission to SBA), signed and dated	_____
7 <input type="checkbox"/> Accounts Receivable and Accounts Payable Aging (should match figures on interim financial statement)	_____
<b>C. Individual: Each Individual 20% or more owner</b>	
1 <input type="checkbox"/> Authorization to Make Inquiries (Each Guarantor and/or Signer)	_____
2 <input type="checkbox"/> Personal Resume Form (complete for each proprietor, partner, officer & stockholder of 20% or more ownership)	_____
3 <input type="checkbox"/> IRS Form 4506T - IRS Tax Transcript Verification	_____
4 <input type="checkbox"/> SBA Form 413 - Personal Financial Statement preferably within 60 days old (max 120 days old of submission to SBA), signed and dated	_____
5 <input type="checkbox"/> SBA Form 1919 - Borrower Information Form, signed and dated	_____
6 <input type="checkbox"/> SBA Form 912 - Statement of Personal History, if applicable. Form to be provided when needed.	_____
7 <input type="checkbox"/> Last 3 years - Personal Federal Tax Returns (including all schedules and K1's), signed and dated	_____
8 <input type="checkbox"/> Verification of Liquid Assets (Copy of 3 month Bank Statements with sufficient funds for cash injection)	_____
9 <input type="checkbox"/> Copy of Resident Alien Card, front and back (if applicable) and complete INS Authorization Form	_____
10 <input type="checkbox"/> Copy of Driver's License for all signers	_____

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**ADDITIONAL INFORMATION MAY BE REQUIRED (ON A CASE BY CASE BASIS)**

**PROCESSING/CLOSING**

	<b>Rec'd Initials</b>
<b>D. Corporation</b> - Provide a copy of the following:	
1 <input type="checkbox"/> Articles of Incorporation filed with the Secretary of State + Amendments, as applicable	_____
2 <input type="checkbox"/> Statement of Information (Form SI-200) filed with Secretary of State	_____
3 <input type="checkbox"/> Corporate By-Laws	_____
4 <input type="checkbox"/> Certificate of Corporate Secretary	_____
5 <input type="checkbox"/> Statement and Designation by Foreign Corporation (Form S&DC if doing business in California)	_____
<b>E. Partnership</b> - Provide a copy of the following:	
1 <input type="checkbox"/> Partnership Agreement and all Amendments	_____
2 <input type="checkbox"/> Statement of Partnership Authority (Form GP-1) filed with Secretary of State	_____
3 <input type="checkbox"/> Certificate of Limited Partnership (Form LP-1) filed with Secretary of State	_____
4 <input type="checkbox"/> Certificate of Limited Liability Partnership (Form LLP-1) filed with Secretary of State	_____
<b>F. Limited Liability Company</b> - Provide a copy of the following:	
1 <input type="checkbox"/> Operating Agreement	_____
2 <input type="checkbox"/> Articles of Organization (Form LLC-1) filed with Secretary of State + Amendments (Form LLC-2)	_____
3 <input type="checkbox"/> Statement of Information Limited Liability Company (LLC-12) filed with Secretary of State	_____
4 <input type="checkbox"/> Application of Registration for Foreign LLC (Form LLC-5 if doing business in California)	_____
<b>G. ALL as applicable</b>	
1 <input type="checkbox"/> Copy of the filed Fictitious Business Name Statement, as applicable	_____
2 <input type="checkbox"/> Copy of Business License	_____
3 <input type="checkbox"/> Franchise Agreement and Offering Circular, if applicable	_____
4 <input type="checkbox"/> Name and Contact Person for your Insurance Agent, (Real Estate, Business, & etc. as applicable)	_____
5 <input type="checkbox"/> Customer Information Profile (CIP) for each entity and each individual	_____
6 <input type="checkbox"/> Trust Certification and copy of Title Page and Signature Page of the Trust Agreement	_____
<b>H. Miscellaneous:</b>	
1 <input type="checkbox"/> Executed Purchase Agreement and /or Escrow Instructions and / or Preliminary Title, if applicable	_____
2 <input type="checkbox"/> Purchase order or Bids for furniture, fixtures, equipment and Inventory, if applicable	_____
3 <input type="checkbox"/> Complete Environmental Questionnaire Form, if applicable	_____
4 <input type="checkbox"/> Copies of Real Estate Leases, Amendments and / or Renewals, if applicable	_____
5 <input type="checkbox"/> Copies of all Notes to be Refinanced and copy of loan statements with 12-month loan history	_____
6 <input type="checkbox"/> Authorization to order payoff + Name and Phone # for contact on Note to be refinanced	_____
7 <input type="checkbox"/> Listing of business fixed assets, valued at \$5,000 and over, provide make and serial numbers	_____
8 <input type="checkbox"/> Export Sales information, if applicable	_____
9 <input type="checkbox"/> Copy of Life Insurance Policy for Assignment, if applicable	_____
10 <input type="checkbox"/> Name and Contact Person or Agent for Life Insurance Company, if applicable	_____
11 <input type="checkbox"/> Other: _	_____
<b>I. Construction: As it becomes available</b>	
1 <input type="checkbox"/> Copy of Construction Agreement (Stipulated sum)	_____
2 <input type="checkbox"/> Construction Cost Breakdown	_____
3 <input type="checkbox"/> Copy of Project Plans and Specs (stamped "Approved Final")	_____
4 <input type="checkbox"/> Copy of Contractor's Qualification Statement (form to be provided)	_____
5 <input type="checkbox"/> Estimated work schedule	_____
6 <input type="checkbox"/> List of Sub-Contractors and Material Suppliers	_____
7 <input type="checkbox"/> Course of Construction Insurance	_____
8 <input type="checkbox"/> General Liability & Worker's Comp. Insurance from Contractor	_____
9 <input type="checkbox"/> Copy of Architectural & Engineering Agreement	_____
10 <input type="checkbox"/> Copy of Building Permits	_____