

CCM SBA Overview

This **checklist** has been provided to assist you in gathering the necessary information for the initial evaluation of your business loan request. Complete information will be necessary to process your application. Forms are provided for items 1-12.

Please note that based on the review of your loan application, we will advise you if additional items are required for completion.

1. SBA Loan Request Form and Loan Requested - Use

of Proceeds. To be completed by all applicants.

2. History of Business. To be completed by all applicants.

Include location analysis, competitive analysis and future of the business.

3. Management Resume. Complete for all active principals and key managers (copy form as needed). Discuss your relevant experience, **OR** provide a copy of an existing resume.

4. Personal Income and Expense Analysis. Complete for each individual referred to on SBA Form 1919 and SBA Form 413, below. Must be signed by principal and spouse, if applicable.

5. Business Debt Schedule. Total of the “present balance” column must agree with note balances on the Interim Business Financial Statement (include for affiliate or selling businesses, as well). If not applicable, write “None.”

6. Aging of Accounts Receivable and Accounts Payable

Summary. Attach actual schedules to the summary.

Summary should match current balance sheet.

7. Authorization to Release Information. Must be signed by each individual referenced on SBA Form 1919, below.

8. Disclosures and Application Signature.

Must be signed and dated.

9. SBA Form 1919 - Borrower Information Form.

Complete for each person referred to on SBA Form 413, below, and for each corporate officer and director, along with General Manager, Member or Partner, if applicable.

10. SBA Form 413 - Personal Financial Statement.

Complete for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more voting stock, or (4) any person or entity providing a guaranty on the loan. (Both spouses must sign and date, if applicable.)

11. IRS Form 4506-T - Request for Transcript of Tax Return.

Required for (1) Applicant Business, (2) Affiliate Business, (3) Principals of Applicant Business, (4) Seller Business and (5) Real Estate Holding Company related to Borrower or Affiliate Business.

IN ADDITION, PLEASE PROVIDE THE FOLLOWING:

12. Two-Year Projection of Profit and Loss with the first year by month (attach assumptions).

13. Business Plan (start-up business or business expansion).

Include a description of management, feasibility analysis, assumptions, site evaluation and demographics for each location.

14. Existing Information on Subject Property.

Include old appraisals, title policies and surveys, and any

environmental reports done on the property.

15. Photos of Property. Include front, sides, rear and interior/exterior, from cell phone if available.

16. Interim Profit & Loss, and Balance Sheet. Current, within 90 days of application, for: (1) the business being acquired; (2) the existing/expanded business; and (3) all affiliates of applicant.

17. Business Tax Returns.* Copies of complete tax returns for three most recent year-ends, including all notes and attachments, for existing business and any affiliates.

*Tax Returns for the past three years on any business being acquired, signed and dated by the seller. Note: If tax returns for the most recent year-end is on extension, a copy of the signed extension that was filed will be required, and complete financial statements will be required for that year, along with the preceding three years' worth of tax returns.

18. Personal Tax Returns. Copies of complete federal tax returns, K-1s (as applicable) for the past three years for each individual referenced on SBA Form 1919. Note: If the tax return for the most recent year-end is not available, a copy of the signed extension that was filed will be required, along with the preceding three years' worth of tax returns.

19. Cash/Equity Injection. Provide the most recent three months statements to show the source of the cash/ equity injection and to support all liquidity (cash, savings, retirement funds, marketable securities and cash value life insurance) on SBA Form 413/Personal Financial Statement. Statements include bank, brokerage, insurance, and

retirement accounts.

IF APPLICABLE, PLEASE PROVIDE THE FOLLOWING:

20. Copy of Proposed Purchase Agreement or Executed Purchase Agreement. Must include cost allocation of all assets being purchased.

21. Copies of Bid and Proposals for New Equipment, construction and/or leasehold improvements.

22. If a franchise, Copy of Franchise Agreement or Letter of Approval from Franchisor.

23. Copies of all Notes, Collateral Documents and Payment History(s) on Debt to Be Refinanced.

24. Copy of Existing or Proposed Lease Agreement(s) or Letter of Intent.

25. If not a U.S. citizen, attach Proof of Resident Alien Status and Acknowledgment Letter. Photocopy both sides of the Alien Registration card.

26. Gifted Funds. Provide bank statement from source. Bank will provide their form letter.

27. Required Loan Deposit: A \$2,500 deposit is required. For loans of \$350,000 or less, deposit is \$500. ACH Form attached.