

All SBA Loan Applications

- CBB SBA Application.**
- Personal Financial Statement.** Complete for each person owning 20% or more of the business along with anyone guaranteeing the loan. Both spouses must sign and date, if applicable.
- Management Resume.** Complete for all active principals in the company along with key managers and / or officers.
- SBA Form 912 - Statement of Personal History.**
- Request for Transcript of Tax Return.** (IRS Form 4506T). Complete for every owner, company and affiliate supplying tax returns.
- Owner: Personal Federal Tax Returns (all schedules) for the last 3 years for all individuals who own 20% or more of the business.
- Company: Corporate Federal Tax Returns (all schedules) for the last 3 years for the applicant business (if applicable).
- Affiliate: Federal Tax Returns (all schedules) for the last 3 years for all affiliate businesses (if applicable). Current Balance Sheet and Income Statement for the affiliate.
An affiliate business is defined as all business concerns in which the applicant company or any individual has 20% ownership, controlling interest, or where an individual has control of the company and other concerns even though the ownership is less than 20%.
- Last 3 years of fiscal year end financial statements.
- Interim Financial Statements. Current within 45 days of submission of application for the existing business, or any affiliates.
- Current Accounts Receivable and Accounts Payable aging summary. (Dated same as Interim Financial Statements).
- Evidence of cash injection, if applicable (e.g. 3 months bank statements, investment statements, gift letter, etc).
- If the business is a partnership or limited partnership, a Copy of the Partnership Agreement or if the business is a limited liability company, a Copy of the Certificate of Good Standing, Operating Agreement, and Articles of Organization. If the business is a corporation, a Copy of the Certificate of Good Standing, Bylaws, and Articles of Incorporation.
- Copy of Existing or Proposed Lease Agreement(s).
- Documentation Verification Request.** (G-845). If not a U.S. citizen, please attach Proof of Resident Alien Status and Acknowledgement Letter and a photocopy of both sides of the Alien Registration card.
- Photocopy of unexpired, government-issued form of photo ID for all borrowers and guarantors.
- Provide detailed list of all assets being taken as collateral referencing serial numbers for all items with an original value of \$5,000 or greater. (Include year, make, model, and VIN# for all vehicles used as collateral).

Start-up Business or Expansion of an Existing Business

- Business plan with first-year projections by month and an explanation of projections. The business plan should also include 2nd year annualized projections.
- A breakdown of all costs associated with the start-up or expansion of the business, including working capital needs.

Purchase or Refinance of Real Estate Debt

- Executed purchase contract for real estate.
- Copies of any previous environmental reports and appraisals on the property.
- Environmental Questionnaire.** Form to be completed only if commercial real estate is involved in the transaction.

Purchase of Equipment and/or Inventory

- Bid or other cost estimates for equipment and/or inventory.
- Invoices or quotes from equipment vendors, if available.

Acquisition Financing

- Request for Transcript of Tax Return** (IRS Form 4506T) for Corporate Federal Tax Returns (all schedules) from the last 3 years of the business being purchased.
(To be signed by seller of business being acquired)
- Last 3 years of fiscal year end tax returns and financial statements of business being acquired.
- Accounts receivable and accounts payable aging summary of the business being acquired.
- Purchase contract / letter of intent (LOI) to purchase the business (signed by buyer and seller).
- Value of assets to be purchased (including real estate, equipment, inventory, accounts receivables, and any other assets).
- Two-years of financial projections, first year by month, 2nd year annualized.
- Interim Financial Statements. Current within 45 days of submission of application for the business being acquired.
- Day "One" balance sheet reflecting the acquisition.

Franchise Financing

- Provide a copy of Uniform Franchise Offering Circular (UFOC).
- Franchise agreement and/or approval letter from franchisor.

Refinance Existing Debt

- Estimated payoff amounts of the loan(s) to be refinanced.
- Copies of all notes to be refinanced.

Construction Financing

- Contractor estimate for construction costs.
- Plans and specifications prepared and signed by a licensed architect or an engineer - not required for minor lease-hold improvements up to \$125,000.
- Contractor proposed construction schedule.
- Soft cost beyond construction cost (e.g. permits, bonds, engineering, architecture). *Can be estimated by the borrower.*
- Contractor's resume, last 2 years tax returns, recent financial statement, jobs in progress, evidence of contractor's surety bond and copy of license.
- Vendor quotes for Furniture Fixtures & Equipment items.
- Plans and specifications prepared and signed by a licensed architect or an engineer - not required for minor cosmetic renovation up to \$250,000.