



## **SBA Loan Inquiry Checklist**

*To begin with, we appreciate the opportunity to assist in the growth of your small business. We realize that it takes a certain level of trust to select a financing partner for your business, and we will strive to ensure that we measure up to your level of expectations. To get started down the path to closing on your SBA loan, please gather and submit the following documents for consideration and discussion:*

\_\_\_\_\_ ***Explanation of request***

- Detailing the desired loan amount, how the loan proceeds are to be used, etc.

\_\_\_\_\_ ***Borrower background***

- Type of business, length of time in business, structure, ownership & percentages, number of employees, website, etc.

\_\_\_\_\_ ***Borrower financial statements (N/A if applicant is a startup business)***

- 3 years business tax returns, extensions, financial statements, etc. – completed & filed

\_\_\_\_\_ ***Financial projections (for business/borrower)\****

- 3 years total with first year broken out monthly, if startup business (or < 2 years old)

\_\_\_\_\_ ***Guarantor's personal tax returns***

- 3 years personal tax returns, extensions, all schedules and K-1's – completed & filed

\_\_\_\_\_ ***Guarantor's personal financial statement(s)***

- SBA Form 413 (attached)

\_\_\_\_\_ ***Debt schedule – Borrower and all affiliates***

- Complete outline of existing debts. (To include the following: lender, original loan amount, current balance, interest rate, term/maturity, monthly payments, collateral, status, etc.)

\_\_\_\_\_ ***Principal's background info***

- Resume/experience info

\_\_\_\_\_ ***Collateral info***

- Cost, value, other relevant details, etc.

\_\_\_\_\_ ***Use of proceeds***

- Outline exact use of loan funds – i.e. purchases, leasehold improvements, working capital, construction, debt refinance, etc.

\_\_\_\_\_ ***Miscellaneous (if applicable):***

- *Contract of sale (or LOI)* – if request will include real estate
- *Construction budget* – if project will involve a construction portion
- *Business plan\** – if business is less than 2 years old

*\*Note: There are taxpayer-supported resources available to assist with developing a business plan and/or financial projections. Service not provided through R Bank.*