

Checklist (Letter of Interest)	SBA 7(a) Program				Letter of Interest
	NEED	HAVE	N/A	INCOMPLETE	
STANDARD					
	X				Executive Summary
	X				Appraisal - Last Existing (if available)
					Authorization for Information Release
	X				Balance Sheet - Most Current
					Business Debt Schedule
					Closing Settlement Statement (if purchased in last two years)
					Construction Budget (General Contractor Letterhead)
	X				Credit Report, three bureau with scores
					Deed - Subject Property
					Description of Business
					Drivers License, Social Security Card, Passport, Green Card
					Environmental Report (Last Existing)
	X				Income & Expense Statement, Borrower - 2016
					Income & Expense Statement, Seller - 2016
					IRS - Installment Plan Documents
					Legal Entity - Certificate of Formation & Certificate of Existence
	X				Letter of Explanation - Use of Proceeds
					Letter of Explanation - IRS Arrearage
					Mortgage Pay Off Statement
					Photos of Subject Property - Exterior
					Projections - Three Years (Income & Expense)
	X				Tax Return Borrower, Personal - 2015
	X				Tax Return Borrower, Business - 2015
					Tax Return Seller, Business - 2016
					Other Form Needed
SBA/BUSINESS					
	X				SBA Form 413 - Personal Financial Statement
					SBA Supplemental Questionnaire
					SBA form 159 - Fee disclosure (sign and leave all other fields blank)
	X				SBA form 1919 - Application (one for each borrower)
					SBA form 1624 - Certification regarding debarment
					Insurance declaration page for business occupying the subject property
					Electronic Payment Authorization Form
					Resume - Borrower and/or Co-Borrower
					Assumptions for projections form
					Statement of Business History
SBA/SLA TEST SUBMISSION					
					Application Information Form
					Income & Expense Statement - 2016
					Authorization for Credit Information
					Business Debt Schedule
					Credit Report, three bureau with scores
					Personal Financial Statement (SBA Form)
					Tax Return, Personal - 2015
					Tax Return, Business - 2015
HOSPITALITY					
					Recent Star Report
					Franchise Agreement
					Franchise UFOC or FDD
CONSTRUCTION					
					Itemized construction budget
					Project/market feasibility study and/or business plan
MISCELLANEOUS					
					Copy of existing ALTA survey
					1003 - Residential loan application and financial statement
					Last 3 months merchant account statements (if business accepts credit card payments)
					ASTM Environmental Questionnaire
					4506 T - Request for tax verification (complete personally and all owned entities)