

CAPITAL FUNDING CHECKLIST

BUSINESS INFORMATION

- SBA Loan Application (**attached**),
- Debt Schedule (**attached**),
- Business Federal Tax Returns for the last three (3) years,
- Interim Financial Statement dated within the last 60 days (balance sheet & P&L).
- Entity Documents
 - ❖ Fictitious Business Name Statement, if applicable,
 - ❖ Articles of Incorporation & Bylaws, if incorporated,
 - ❖ Partnership Agreement, if a partnership,
 - ❖ Articles of Organization & Operating Agreement, if an LLC.
- Franchise/Dealer Agreement, if applicable.

PERSONAL INFORMATION

- Personal Financial Statement (**attached**),
- Authorization to Release Information (**attached**),
- Management Resume' (**attached**),
- Copy of Driver's License (needed for all guarantors/signers),
- Personal Federal Tax Returns for the prior three (3) years.

"OTHER" BUSINESS OPERATIONS/INVESTMENTS, IF APPLICABLE

- Business Federal Tax Returns for the last two (2) years,
- Interim Financial Statement dated within the last 60 days (balance sheet & P&L).

REAL ESTATE PURCHASE INFORMATION

- Purchase Agreement,
- Construction cost Breakdown and/or equipment bids, if applicable,
- Copy of any leases on the property, if applicable.

DEBT REFINANCE DOCUMENTS, IF APPLICABLE

- Original documents used to purchase the Real Estate:
 - ❖ Escrow Closing Statement,
 - ❖ Bank's promissory note & collateral documents,
 - ❖ Bank's disbursement ledger used to construct/improve the property.
- Subsequent Refinance(s) of the Real Estate:
 - ❖ Bank's promissory note & collateral documents ,
 - ❖ Bank's disbursement ledger used to refinance the property.
- Current Loans secured on the Real Estate:
 - ❖ Bank's promissory note & collateral documents,
 - ❖ Bank's disbursement ledger used to refinance the property,
 - ❖ Bank payment ledger confirming that payments have not been over 30-days late in the last 12-months. Payment record for the life of the loan is required if same lender debt is being refinanced.

OTHER

- SBA 504 Assistance Agreement (**attached**).