**SBA loan application checklist:**

1. **Business Plan:** A comprehensive business plan that outlines your business concept, market analysis, financial projections, and operational details.
2. **Loan Application Form:** Complete the SBA 1919 loan application form
3. **Personal Background and Personal Financial Statement:** Provide personal background information and personal financial statements (SBA Form 413) for all business owners, partners, and guarantors.
4. **Business Financial Statements:** Include income statements (Profit and Loss) and balance sheets, for the business for the past three years, as well as any interim statements if there are existing business entities.
5. **Projected Financial Statements:** Prepare financial projections for the next three years. Make sure you break down year one by each month. Year two and three can be annual numbers.
6. **Ownership and Affiliations:** Disclose any other businesses owned by you and your partners, as well as any affiliations or interests in other businesses even if they are not operational.
7. **Business Certificate/License:** Provide a copy of your business license, Articles/Certificate of Incorporation, and Operating Agreement.
8. **Income Tax Returns:** Submit BOTH personal and business tax returns for the past three years, including all schedules. DO NOT just submit the first few pages.
9. **Resumes:** Provide resumes for all business owners and key personnel, highlighting relevant experience and qualifications.
10. **Purchase Agreement/ Letter of Intent:** If you are buying a business, provide the letter of intent or purchase contract.
11. **Business Lease:** If applicable, provide a copy of the Letter of Intent (LOI), lease, or rental agreement for your business premises.
12. **Business Debt Schedule (Schedule of Business Liabilities):** Detail any existing business debts, including lenders, amounts, and terms. Fill out the form as completely as possible.
13. **Collateral:** List collateral that you are willing to pledge to secure the loan. Please note, that if there is not enough equity in the business, for all loans over $500,000, the SBA will look at your personal residence.
14. **Legal Documents:** Provide copies of contracts, agreements, licenses, and other legal documents relevant to the business.
15. **Environmental Impact Statement:** Depending on the nature of your business, you might need to order an environmental test of the property. More common with real estate transactions.
16. **Other Documentation:** Your lender may request additional documents during the application process.

Remember, the specific requirements can vary based on the loan program you're applying for (such as 7(a) loans, 504 loans, etc.) and your lender's policies.

If you have any questions, schedule a free consultation to discuss your loan request.

Wishing You Much Success!

Brian Denney