**SBA Eligibility Submission Review**

In order to expedite the SBA process, receipt of the following documentation will be required prior to loan being “recommended” by the SBA Manager.

**BASIC INFORMATION (REQUIRED FOR ALL SUBMISSIONS)**

* Personal Financials for all owners 20% or more (including the assets of the owner’s spouse and any minor children) and proposed guarantors
  + Personal Financial Statement - current within 90 days of submission to SBA.
  + Personal Tax Returns for three years (including all schedules), signed and dated
* ***Form -*** SBA 7(a) Borrower Information SBA Form 1919 (version: 01/18)
* ***Form -*** Business Profile

**ADDITIONAL DOCUMENTATION (AS APPLICABLE):**

* **EXISTING BUSINESS -** *Basic information plus:* 
  + Business Financials:
    - Business Tax Returns for last three years, signed and dated
    - Year End Balance Sheet and Profit & Loss Statement, if recent tax return filing is not due or is on extension
    - Balance Sheet and Profit & Loss Statement (*for the interim period dated within 120 days of application, signed and dated)*
* **AFFILIATE/SUBSIDIARY BUSINESS -** *Basic information plus:*  (If applicable)
  + Requirements same as for Existing Business
* **START UP BUSINESS -** *Basic information plus:*
* Business Plan
* 2 years monthly income projections, with assumptions (if not included in business plan)
* **REAL ESTATE PURCHASE -** *Basic information plus:* 
  + Purchase & Sale Agreement
* **BUSINESS ACQUISITION -** *Basic information plus:* 
  + Purchase Agreement
  + 2 years monthly income projections, with assumptions, signed and dated by buyer/applicant
  + Seller’s Business Financials:
    - Business Tax Returns for last three years, signed and dated by seller
    - Year End Balance Sheet and Profit & Loss Statement, if recent tax return filing is not due or is on extension
    - Balance Sheet and Profit & Loss Statement (*for the interim period dated within 120 days of application, signed and dated)*

* **FRANCHISE -** *Basic information plus:*
* Franchise Agreement, executed
* **CONSTRUCTION (includes tenant improvements)** **-** *Basic information plus:*
* Construction Contract/Estimate

***Note:*** *A specific needs list tailored to the SBA loan shall be provided by the end of the second business day after credit approval and assignment to the SBA Loan Specialist.*