

SBA Loan Request Checklist

Please provide the following information:

LOAN REQUEST

- SBA Loan Request Package with all forms and attachments completed

BUSINESS INFORMATION

- Fiscal Year End Financial Statements (3 Years, if available)
- Federal Tax Return; schedules, statements, K-1's (3 years)
- Interim Financial Statement (no older than 60 days)
- Accounts Receivable and Accounts Payable Agings (if applicable, same date as business interim financial statement)
- Last two (2) months of business checking accounts
- Copy of business lease(s) if applicable

AFFILIATE INFORMATION (AS APPLICABLE)

- Fiscal Year End Financial Statements (3 Years, if available)
- Federal Tax Return; schedules, statements, K-1's (3 years)
- Interim Financial Statement (no older than 60 days)
- Description of business operation

LEGAL ENTITY DOCUMENTATION (BUSINESS AND AFFILIATES)

See legal documentation list attached hereto (page 2)

PRINCIPAL/GUARANTOR INFORMATION (FOR THOSE WITH A 20% OR MORE OWNERSHIP INTEREST IN THE BUSINESS)

- Personal Financial Statement, less than 60 days old
- Federal Tax Returns (3 years); all schedules, statements, K-1's, W-2's (needed for outside income)
- Last two (2) months of personal bank statements
- Form 1919

BUSINESS ACQUISITION/STOCK BUYOUT

- Purchase Agreement with asset allocation
- Business Plan
- Business Income Projections with Assumptions
- Seller Tax Returns (3 years)
- Interim Business Financial Statement (no older than 60 days)

REAL ESTATE LOANS

For all real-estate secured loans:

- Owner Occupancy %
- Copies of all tenant leases, if applicable

For Purchase:

- Purchase Agreement or Letter of Intent

For Refinance:

- Copy of note(s) to be refinanced
- Copy of most recent loan statement

For Construction/Improvements

- Description of Project (include sq. ft.)
- Borrower's Estimate of Cost
- Preliminary floor plan and site plan

PROJECT-SPECIFIC DOCUMENTS

- Franchise Agreement or UFOC
- If loan will be used to start up or expand a business, copy of the business plan that includes two years of month by month projections and assumptions
- If loan will be used to refinance any existing loans, copy of the promissory note for each loan to be refinanced
- If loan project includes leasing a new location, please provide a draft copy of the lease or sample terms of lease
- For all 504 loans, please complete CDC-specific documentation, which will be provided with this loan request package

Thank you for the opportunity to work with you on this request

CORPORATION

- Articles of Incorporation
- Corporate By-Laws
- Statement of Information (S1200)
- Fictitious Name Filing if using DBA
- Foreign/Out of State: Statement and Designation by Foreign Corporation
- Mission Bank Certificate of Entity Form

GENERAL PARTNERSHIP

- Executed/Signed Partnership Agreement
- Fictitious Name Filing if using DBA
- Recorded Statement of Partnership Authority (GP-1)
- Mission Bank Certificate of Entity Form

LIMITED PARTNERSHIP (LP)

- Executed Partnership Agreement
- LP-1 Certificate of Limited Partnership
- Fictitious Name Filing if using DBA
- Mission Bank Certificate of Entity Form

LIMITED LIABILITY COMPANY (LLC)

- Executed Operating Agreement
- Articles of Organization (LLC1)
- Statement of Information (LC12)
- Fictitious Name Filing if using DBA
- Mission Bank Certificate of Entity Form

LIMITED LIABILITY PARTNERSHIP (LLP)

- Executed Partnership Agreement
- LLP-1 Certificate of Limited Liability Partnership
- Fictitious Name Filing if using DBA
- Mission Bank Certificate of Entity Form

SOLE-OWNER/DBA

- Fictitious Name Filing if using DBA
- Mission Bank Certificate of Entity Form

TRUST

- Trust Documents: Cover, Signature, Trustees and Successor Trustees Pages
- Or Executed Trust Certification with Notarization