



**SUMMITBANK**  
SMALL BUSINESS ADMINISTRATION DIVISION

## Client's SBA Checklist: Getting Started

### All Applicants:

- SBA Form 1919 (completed by each individual owning 20% or more – see separate form attachment)
- Loan Application
- Equipment/Asset List with value of \$5,000 or more
- Marijuana Certification
- Organization Documentations:
  - Articles of Incorporation and By-Laws (corporation)
  - Articles of Organization and Operating Agreement (LLC)
  - Partnership Agreement
- Last 3 years business tax returns
- Last 3 FYE (Fiscal Year End) business financial statements (income statement and balance sheet)
- Current Interim Business Financial Statements (within the last 45 days), plus accounts receivable aging and accounts payable aging
- Previous year Interim Financial Statement as the same date as current interim financial statement, for year-over-year comparison (for example, if current interim financial statement is dated 1/31/15, please provide an interim statement dated 1/31/14).
- Business debt schedule
- Last 3 years personal tax returns including all schedules and attachments for all individuals or related entity with 20% or more ownership
- Personal Financial Statement (completed by each individual owning 20% or more. *If assets are held jointly, be sure the application is signed by both individuals*)

### Franchise Financing: If the proposed financing involves a franchise, please provide the following:

- Copy of the Offering Circular
- Copy of the Franchise Agreement

### Owner Occupied Commercial Real Estate: If you are acquiring or refinancing owner occupied commercial real estate, please provide:

- Copy of the Purchase and Sale Agreement
- Copy of any existing leases or rental agreements
- Environmental Questionnaire (see separate attachment)

### Business Acquisition: If you are acquiring an existing business, please provide the following information:

- Copy of the Purchase and Sales Agreement
- Business Tax Return. Most recent 3 years tax returns including all schedules and attachments. If the recent year's tax return is on extension, please provide a copy of the tax extension
- Last 3 FYE (Fiscal Year End) business financial statements (income statement and balance sheet)
- Current Interim Business Financial Statements (within the last 45 days), plus accounts receivable aging and accounts payable aging
- Previous year Interim Financial Statement as the same date as current interim financial statement, for year-over-year comparison (for example, if current interim financial statement is dated 1/31/15, please provide an interim statement dated 1/31/14).
- 2 years month-by-month income and expense projections, together with stated assumptions and narrative as justification of projected revenue and expenses.

### Business Equipment Loan:

- Copy of the Purchase Order, Invoices or Quotes

### Start-Up Loan & Refinance of Existing Debt:

- 2 years month-by-month income and expense projections, together with stated assumptions and narrative as justification of projected revenue and expenses.

**[Email all items to: sba@summitbanksba.com](mailto:sba@summitbanksba.com)**