



7(a) Small Business Administration Loan Checklist

Thank you for the opportunity to review your loan package. Please use the following checklist to insure all necessary documents are submitted with your loan application.

General Information

- Alaska USA Small Business Administration (SBA) Loan Application
- Purchase Agreement, if applicable
- Source of Cash Injection
- Executed Statement of Personal History - SBA form 912 (for each individual borrower)
- Request for Transcript of Tax Returns - SBA form 4506-T – (Signed on signature line only)
- Scheduled of Liabilities that Reconciles to the Balance Sheet – SBA Form 2202
- Schedule of Collateral – SBA Form 4

Principals/Guarantors

- Signed Personal Financial Statement – SBA form 413 (including schedule of real estate owned - must be current within 90 days)
- Personal Tax Returns (Previous 3 years)
- Resumes and/or Management History (included in the Alaska USA SBA Loan Application)

Operating Company

- Business Balance Sheet / Income Statement (Must be current within 90 days)
- Business Tax Returns (Previous 3 years)
- Terms of Existing Lease (If existing real estate is to be vacated and if applicable to the loan)

Affiliates (if applicable)

- Business Tax Return (Previous 3 years)
- Business Debt Schedule that Reconciles to the Balance Sheet
- Business Balance Sheet / Income Statement (Must be current within 90 days)

Tenant Info

- Executed Current Lease(s) from all Building Tenants (for building being purchased)
- Current Rent Roll

Refinance

- Copy of Original Note(s)
- Payment History
- Terms of Debt to be Refinanced (Monthly Payment, Rate, Existing Balance, Maturity Date etc.)

Miscellaneous Items

- Articles of Incorporation, Articles of Organization, Partner Agreement, etc.
- Accounts Payables/Receivables Aging (Should be of even date as balance sheet)
- Cost Breakdown (For construction projects)
- Business plan, which includes three years of financial projections (the first year must include month-by-month projections)

Upon your request, Alaska USA's Business & Commercial Services can provide you with the following documents or you can visit our website <http://www.alaskausa.org/business/forms.asp#loans> to print the forms.

- Alaska USA SBA Loan Application
- SBA form 912
- SBA form 4506-T
- SBA form 2202
- SBA form 413
- SBA form 4