



Checklist

SBA 7(a) Loan Application

Plan for approximately 26 hours of preparation and make sure you have all required documents available.



- 1 SBA Loan Application form 1919: Access the most current form [here](#).
- 2 Personal Background and Financial Statements: Complete the following statements: [Statement of Personal History - SBA Form 912](#), and [Personal Financial Statement - SBA Form 413](#).
Business Financial Statements: include a Profit and Loss (P&L) Statement current within 90 days of your application, as well as supplementary schedules from the last three fiscal years. Also include Projected Financial Statements, a one-year projection of income and finances. Loan applicants must also attach a written explanation as to how they plan to reach their projection.
- 3
- 4 Ownership and Affiliations: Include a list of names and addresses of any business subsidiaries and affiliates.
- 5 Business Certificate/License: Provide your original business license or certificate of doing business. If your business is a corporation, stamp your corporate seal on the SBA loan application form.
- 6 Loan Application History: Include records of loans you applied for in the past.
- 7 Income Tax Returns: Provide signed personal and business federal income tax returns of your business' principals for the previous 3 years.
- 8 Résumés: for each principal.
- 9 Business Overview and History: Prepare and include a brief history of the business and its challenges, with an explanation of why the SBA loan is needed and how it will help the business.
- 10 Business Lease: Include a copy of your business lease, or note from your landlord giving terms of proposed lease.

Checklist: Alternative Lending Source Loan Application

Here's what you'll need in terms of documents should you choose to go with an alternative lender such as [LoanMe](#). Plan for the process to take 5-10 minutes.

- 1 Bank statement (2 months of recent statements)
- 2 Voided Check
- 3 Proof of valid ID showing you are over 18 years of age