

## SMALL BUSINESS LOAN APPLICATION CHECK LIST

This checklist has been provided to assist you through the process of gathering the information for the initial evaluation of your loan request. Complete information will be necessary to process your application. All forms are provided herein unless otherwise noted:

1. **Small Business Loan Request Form**
2. **Estimated Project Costs**
3. **Business Debt Schedule**
4. **Management Resume Form** — (including spouse with ownership)
5. **Personal Financial Statement** — (For each guarantor)

IN ADDITION, PROVIDE THE FOLLOWING:

6. Two Years Projections of Profit & Loss
7. Interim Business Financial Statement(s), must be less than 60 days old
8. Business Financial Statements and Tax Returns — profit and loss statements, balance sheets, and tax returns for the three prior year-end
9. Accounts Receivable and Accounts Payable Aging Schedules — as of the same date as the profit and loss statements and balance sheets (if applicable)
10. Business Purchase Agreement (if applicable)
11. Historical Financial Information on the business being acquired (if applicable)
12. FDD — Franchise Disclosure Document (if applicable)
13. Uniform Franchise Offering Circular (if applicable)
14. Executed Franchise Agreement or Letter of Approval from Franchisor (if applicable)



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## SMALL BUSINESS LOAN REQUEST FORM

### APPLICANT COMPANY

Individual Name \_\_\_\_\_ Title \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email Address \_\_\_\_\_

Type of Entity:    Corporation          Partnership          Proprietorship          Not-for-profit          LLC

Number of Employees: Existing \_\_\_\_\_ After Loan \_\_\_\_\_ Date Business Established \_\_\_\_\_

Business Tax ID Number \_\_\_\_\_

### OWNERSHIP OF APPLICANT COMPANY

List below all owners, co-owners, and stockholders of the business.

NAME	TITLE	% of OWNERSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are any of the above presently under indictment, on parole, or probation?          Yes          No

Have any of the above ever been charged with or arrested for any criminal offense other than a minor vehicle violation (including offenses which have been dismissed, discharged, or nolle prosequi)?          Yes          No

Have any of the above ever been convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation for any criminal offense other than a minor vehicle violation?          Yes          No

Have any of the owners, principals, managers, or borrowers filed for bankruptcy?          Yes          No

If yes, please list the name and when the bankruptcy was filed:

\_\_\_\_\_

\_\_\_\_\_

### AFFILIATES

List below all business concerns in which the applicant company or any of the individuals listed in the ownership section above have any ownership.

COMPANY NAME	OWNER (Applicant Company or Individual)	% of OWNERSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____



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### ESTIMATED PROJECT COSTS

Land acquisition	\$ _____
New building construction	\$ _____
Land and building acquisition	\$ _____
Building improvements or repairs	\$ _____
Acquisition of machinery/equipment	\$ _____
Inventory purchase	\$ _____
Working capital (including accounts payable)	\$ _____
Acquisition of all or part of an existing business	\$ _____
Payoff bank loan	\$ _____
Other debt payment	\$ _____
Franchise fee	\$ _____
Closing costs (approximately 5% of the loan amount)	\$ _____
Cost overrun contingency (usually 10% of project cost, as a minimum)	\$ _____
<b>TOTAL PROJECT AMOUNT</b>	<b>\$ _____</b>
<b>LESS OWN CASH/EQUITY TO BE INJECTED</b>	<b>\$ _____</b>
<b>TOTAL LOAN REQUESTED FOR PROJECT</b>	<b>\$ _____</b>

**NOTE:**

If you are purchasing a business, please provide a copy of the buy-sell agreement, including a list of assets being purchased and their approximate values.

If you are purchasing real estate, please provide a copy of the sales contract.

If you are constructing a building, please provide a copy of the plans and contracts/bids for work.  
 Please note: you will probably need to use a registered "Class A" contractor.

If you are refinancing loans, credit lines and/or credit cards, please provide the interest rate, term, monthly payment, collateral, and any other pertinent information.

If you are purchasing a franchise, please provide a copy of the franchise agreement and Virginia franchise circular.

Comments: \_\_\_\_\_



COMPLETE FOR EACH OWNER HAVING 20% OR MORE INTEREST IN THE COMPANY

Name in full \_\_\_\_\_  
First Middle name Maiden Last

Date of birth \_\_\_\_\_ City & State of birth \_\_\_\_\_

Social security number \_\_\_\_\_

U.S. citizen       Permanent resident alien? Alien registration number \_\_\_\_\_

E-mail \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Home address \_\_\_\_\_ From: \_\_\_\_\_ To: Present

Immediate past address \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Employed by the U.S. Government? \_\_\_\_\_ Name of the agency / position \_\_\_\_\_

**PERSONAL INFORMATION** — Be sure to answer the next three questions correctly because they are important.

Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction?     Yes     No

Have you been arrested in the past six months for any criminal offense?     Yes     No

For any criminal offense, other than a minor vehicle violation, have you ever: 1) been convicted, 2) plead guilty, 3) plead nolo contendere, 4) been placed on pretrial diversion, or 5) been placed on any form of parole or probation (including probation before judgment)?\*     Yes     No

Have any of the owners, principals, managers, or borrowers filed for bankruptcy?     Yes     No

If yes, please list the name and when the bankruptcy was filed:

\_\_\_\_\_

\_\_\_\_\_

\*If you answer YES to any of these questions, please furnish details on a separate sheet. Include dates, location, fines, sentences, whether a misdemeanor or felony, dates of parole/probation, unpaid fines or penalties, names under which charged, and any other pertinent information. An arrest or conviction record will not necessarily disqualify you; however, untruthful answers will cause your application to be denied.

**MILITARY SERVICE BACKGROUND**

Branch \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**WORK HISTORY** — Provide details on your current responsibilities, as well as relevant prior positions.

Attach a separate sheet if desired. \_\_\_\_\_

\_\_\_\_\_

**EDUCATION** (College and/or Technical Training), Please include these for sections and formats as follows:

Institution	Years Attended	Major Course of Study	Degree Earned
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\_\_\_\_\_  Yes     No

\_\_\_\_\_  Yes     No