

CoDar Consulting LLC- SBA Loan Application Package for Business Loans and Real Estate Loans
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Thank you for making contact with me regarding the next chapter of your business. I have been in the loan business since 1990 and SBA financing is my favorite type of financing. My bankers and SBA Loan Providers have the ability to finance the purchase of a business, the purchase of a business building, finance the purchase of Furniture, Fixtures and Equipment, as well as Construction/Rehab costs.

This Checklist has been provided to assist you in gathering the necessary information for your business loan request. Forms are provided for items 1-5

- 1) **Loan Request Form.**
- 2) **Business Debt Schedule** This schedule must be dated the same as the Interim Financial Statement requested in #8 below
- 3) **History of the business** (for a start up business, please provide a full Business Plan)
- 4) **Personal Financial Statement** Complete this form for each (1) proprietor, or (2) general partner, or (3) LLC member, limited partner or stockholder owning 20% or more of the company, or (4) any person providing a guaranty (spouses must sign and date)
- 5) **Management Resume** Provide for all individuals referred to in items 1-4

In addition, please provide the following items for applicant business and all affiliates

- 6) **Business and Personal Federal Tax Returns**-last three years, include all K-1 forms and schedules.
- 7) **Business Financial Statements**-last three years, - CPA or Company prepared
- 8) **Interim Financial Statements**-dated within 45 days
- 9) **Accounts Receivable and Accounts Payable aging report** – dated same date as interim Financial Statement
- 10) **Business and Personal Bank (Brokerage, Retirement, etc.) Statements**-Most Recent

If loan application is approved, the following information may also be required.

- i. Partnership Agreement
- ii. Articles of Incorporation and Corporate By-Laws/Articles of Organization and Operating Agreement
- iii. Current Facility Lease
- iv. Fictitious Business Name Statement
- v. Business License
- vi. Projected Profit and Loss Statement
- vii. Construction bid and plans
- viii. Bids/Purchase orders for inventory. Furniture and Equipment that will be acquired with loan proceeds.
- ix. Fire/Hazard/Liability insurance binder for all collateral securing loan
- x. Key-person life insurance policy to be pledged as collateral for loan
- xi. Franchise Offering circular and Franchise Agreement
- xii. Purchase Agreement
- xiii. List of fixed assets-itemization should include details (description/serial number, year acquired, original cost, current market value, existing lien balance if any and name of lienholder if any) for those assets having an original value greater than \$5,000