



## Application Checklist for SBA & Conventional Loans

Alliance Business Capital appreciates the opportunity to assist you with your Commercial Loan Request. In order to submit your loan request to an Underwriter for review we will need your assistance in gathering several financial documents and assembling our Commercial Loan Package. Please note that Alliance is unable to submit a partial Loan Packages.

### Business and Project Information

Items Needed	Items Completed	
<input type="checkbox"/>	<input type="checkbox"/>	Alliance Business Capital Commercial Loan Application
<input type="checkbox"/>	<input type="checkbox"/>	Estimated Project Cost Worksheet

### Business Financial Information (from borrowing entity and business being acquired, if applicable)

Items Needed	Items Completed	
<input type="checkbox"/>	<input type="checkbox"/>	Three (3) years of Federal Business Tax Returns for the application business
<input type="checkbox"/>	<input type="checkbox"/>	Current (dated within 30 days) interim financials – profit and loss, balance sheet and AR/AP aging's
<input type="checkbox"/>	<input type="checkbox"/>	Business Debt Schedule (matching date & balances on the balance sheet)
<input type="checkbox"/>	<input type="checkbox"/>	Signed 4506T
<input type="checkbox"/>	<input type="checkbox"/>	Business Profile
<input type="checkbox"/>	<input type="checkbox"/>	Articles of Organization with By-Laws

### Affiliated Business Information (if principal owns a controlling interest of 20% or more in other businesses)

Items Needed	Items Completed	
<input type="checkbox"/>	<input type="checkbox"/>	Three (3) years of Federal Business Tax Returns for the application business
<input type="checkbox"/>	<input type="checkbox"/>	Current (dated with 30 days) interim financials – profit and loss, balance sheet and AR/AP aging's
<input type="checkbox"/>	<input type="checkbox"/>	Business Debt Schedule (matching date & balances on the balance sheet)
<input type="checkbox"/>	<input type="checkbox"/>	Signed 4506T
<input type="checkbox"/>	<input type="checkbox"/>	Business Profile
<input type="checkbox"/>	<input type="checkbox"/>	Articles of Organization with By-Laws

### Personal Financial Information (required for all 20%+ owners of applicant business)

Items Needed	Items Completed	
<input type="checkbox"/>	<input type="checkbox"/>	Three (3) years of Federal Personal Tax Returns (must include all schedules including K1 statements etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Signed 4506T
<input type="checkbox"/>	<input type="checkbox"/>	Personal Financial Statement (dated within 30 days of application and signed by spouse if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Statement of Personal History
<input type="checkbox"/>	<input type="checkbox"/>	Management Resume

### Required by USA Patriot Act (required on all 20%+ owners of applicant business)

Please provide a copy of one of the following:

Items Needed	Items Completed	
<input type="checkbox"/>	<input type="checkbox"/>	Legible copy of State Driver's License, Passport, ID or Alien Registration Card (if not a U.S. Citizen)

## Application Checklist Continued

### Project Specific Items ( include as applicable)

Items Needed	Items Completed	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Real Estate Purchase:</b> Purchase Contract or Letter of Intent, past/most recent Appraisal and Environmental Reports if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<b>Business Acquisition:</b> Purchase Contract of Letter of Intent, 4506T signed by Seller
<input type="checkbox"/>	<input type="checkbox"/>	<b>Debt Refinance:</b> Copy of existing Notes to be Refinanced
<input type="checkbox"/>	<input type="checkbox"/>	<b>Start Up Business:</b> Business Plan & (3) Years Projected Income and Expense Statements with Assumptions
<input type="checkbox"/>	<input type="checkbox"/>	<b>Construction Project:</b> Contractor Bids with Detailed Project Cost Breakout
<input type="checkbox"/>	<input type="checkbox"/>	<b>Equipment Purchase:</b> Copy of Purchase Order / Invoice OR Description of Equipment to be Purchased with an Estimate of the Cost
<input type="checkbox"/>	<input type="checkbox"/>	<b>If Business is a Franchise:</b> Copy of Franchise Agreement
<input type="checkbox"/>	<input type="checkbox"/>	<b>If Property is a Gas Station:</b> Copy of Fuel Supplier Agreement, Deed and any EPA Actions
<input type="checkbox"/>	<input type="checkbox"/>	<b>If Property is a Hotel:</b> Copy of current STR Report or other ADO and ADR Reports, Copy of PIP if applicable
<input type="checkbox"/>	<input type="checkbox"/>	<b>If there is not a Current Appraisal:</b> We will need Digital Photos of the Interior and Exterior of the Property
<input type="checkbox"/>	<input type="checkbox"/>	<b>If Property receives Rental Income:</b> A Current Rent Roll will be Required

### Miscellaneous Needed Items

Items Needed	Items Completed	
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

#### When Possible:

- Please have your CPA or other Tax Preparer email us the Tax Returns in a PDF Format – [alliance loans@msn.com](mailto:alliance loans@msn.com)

#### When Complete:

- If you have a full version of Adobe Acrobat Software, you can save a completed electronic copy to your computer
- Sign all required signature lines and Date all date lines
- Return items to your Alliance Business Capital Representative

#### Questions or Need Assistance:

- Call us at 1.866.712.4175 or email us at [alliance loans@msn.com](mailto:alliance loans@msn.com) and we will be more than happy to assist you with any questions or with any of the loan forms.

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