



# SBA Loan Application Checklist

Texas First Bank offers SBA 7(a) & 504 guaranteed loans. We offer long term, fully amortizing loans for a variety of business purposes. In order to complete our analysis of your loan request and structure a financing package that best meets your company's needs, we will need to review certain information, as itemized below. **Please note that all business and personal financial items must contain an original signature and date.** For each box checked below, please provide the requested information.

## I. SBA Forms

- Texas First Bank SBA Loan Application, including a Management Profile and Authorization Letter (completed by each partner holding 20% or more of the Common Stock and/or key management personnel).

## II. Business Financial Exhibits

- Fiscal year end business financial statements for prior (3) years
- Business federal tax returns for three prior years, to include all supporting schedules and statements
- Interim business financial statements (year-to-date) – within 30 days of application date
- Additional for Start-Ups:
  - Business Plan (for new business)
  - Month-to-month projections covering two full fiscal years, including the assumptions that the projections were based upon and a pro forma business balance sheet

## III. Personal Financial Exhibits

To be completed by each Partner, holder of 20% or more common stock and/or key management.

- Personal Financial Statement (form enclosed) for all owner(s) with 20% or more ownership interest
- Personal Cash Flow Statement (form enclosed)
- Personal Federal Tax returns for the three prior years, to include all supporting schedules and statements

## IV. Miscellaneous (as applicable)

- Executed copy of Buy/Sell Agreement or Earnest Money Contract
- Copy of Franchise Agreement and Offering Circular
- Copy of lease or proposed lease on facility to be occupied
- Copy of Contract/Bid for work to be done by Contractor, Construction Budget/Plans and Specifications
- Legal Entity Documents:
  - **Sole Proprietorship** – Assumed Name Certificate
  - **Corporations** – Articles of Incorporation, Certificate of Incorporation and Bylaws
  - **Partnerships** – (General or Limited) Partnership Agreements
  - **Limited Liability Company** – Articles of Organization, Operating Agreement and Evidence of Registration
- Other:



# SBA Loan Application

Business Name \_\_\_\_\_ Date Established \_\_\_\_\_ Tax ID# \_\_\_\_\_  
 Current Address \_\_\_\_\_ Telephone \_\_\_\_\_ Fax# \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Type of Business \_\_\_\_\_

Business Structure  Corporation  Partnership  Limited Liability Company  Sole Proprietorship

Number of Employees Before Loan \_\_\_\_\_ After Loan \_\_\_\_\_

Proposed New Address \_\_\_\_\_

Current Bank and Address \_\_\_\_\_

How will this loan benefit your business? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Total Project Costs		Down Payment Funds	
<input type="checkbox"/> Land Acquisition	\$ _____	<input type="checkbox"/> Personal Cash	\$ _____
<input type="checkbox"/> New Building Construction	\$ _____	<input type="checkbox"/> Business Cash	\$ _____
<input type="checkbox"/> 10% Contingency (Constr)	\$ _____	<input type="checkbox"/> Gift	\$ _____
<input type="checkbox"/> Land & Bldg. Acquisition	\$ _____	<input type="checkbox"/> Personal Loan	\$ _____
<input type="checkbox"/> Building Improvements/Repair	\$ _____	<input type="checkbox"/> Proceeds from sale of assets	_____
<input type="checkbox"/> Leasehold Improvements	\$ _____	<input type="checkbox"/> Other (Indicate Source and Amounts Below)	_____
<input type="checkbox"/> Machinery & Equipment	\$ _____	_____	\$ _____
<input type="checkbox"/> Furniture & Fixtures	\$ _____	_____	\$ _____
<input type="checkbox"/> Inventory Purchase	\$ _____	_____	\$ _____
<input type="checkbox"/> Acquisition of Existing Business	\$ _____		
<input type="checkbox"/> Refinance Existing Bank Loan	\$ _____		
<input type="checkbox"/> Other Debt Repayment	\$ _____		
<input type="checkbox"/> Working Capital	\$ _____		
<input type="checkbox"/> Closing Costs	\$ _____		
<input type="checkbox"/> Other	\$ _____		
<b>Total</b>	<b>\$ _____</b>		
		<b>Total</b>	<b>\$ _____</b>
<b>Total Project Costs</b>	<b>\$ _____</b>		
<b>Total Down Payment Funds</b>	<b>\$ ( _____ )</b>		
<b>Loan Amount Requested</b>	<b>\$ _____</b>		



## SBA Loan Application, Continued

List any previous SBA or other Federal Government Debt

Name of Agency	Original Amount of Loan	Date of Request	Approved or Declined	Balance	Current or Past Due

**Management** Proprietor, partners, officers, directors, and all holders of outstanding stock – 100% of ownership must be shown.

Name	Title	Ownership%

**Affiliates** List below any business concern in which the applicant company or any of the individuals listed above have any ownership.

Name of Company	Name of Individual	Title	Ownership%

		Yes*	No
Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings?	<input type="checkbox"/> *	<input type="checkbox"/>	
Are you or your business involved in any pending judgements?		<input type="checkbox"/> *	<input type="checkbox"/>
Are there any outstanding tax liens or judgements filed against you or your company?	<input type="checkbox"/> *	<input type="checkbox"/>	
Does any applicant or their spouse or any member of their household, or anyone who owns, manages or directs your business work for the Small Business Administration, Small Business Advisory Council, SCORE or ACE, or any Federal Agency, or the participating lender?	<input type="checkbox"/> *	<input type="checkbox"/>	
Does your business presently, or as a result of this loan, engage in export trade?		<input type="checkbox"/> *	<input type="checkbox"/>

\*if YES, please provide details.

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# Management Profile

### Who Needs to Complete?

Proprietor, each partner, holder of 20% or more of common stock, and/or key management.

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Birth Date \_\_\_\_\_ Birth Place \_\_\_\_\_ Social Security # \_\_\_\_\_

U.S Citizen?  Yes  No If No, give Alien Registration No. \_\_\_\_\_ And copy of Alien Registration Card.

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Present Residence From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

City, State, County, Zip \_\_\_\_\_

Immediate Past Residence From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

City, State, County, Zip \_\_\_\_\_

Spouse's First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Spouse's Maiden Name \_\_\_\_\_ Spouse's Social Security# \_\_\_\_\_

### Please answer the next three questions.

1) Are you presently under indictment, on parole or probation?  Yes\*  No

2) Have you ever been charged with or arrested for any criminal offense other than a minor motor vehicle violation?  Yes\*  No

3) Have you ever been convicted of any criminal offense other than a minor motor vehicle violation?  Yes\*  No

\*If YES, please provide the details.

### Ethnic Background

African American  Native American  Eskimo/Aleutian  Asian/Pacific Islander  White  Other

Hispanic Origin  Yes  No  Puerto Rican

Military Status From \_\_\_\_\_ To \_\_\_\_\_ Branch \_\_\_\_\_

Veteran  Non-Vet (If Veteran, check all that apply below)

Vietnam Era Vet  Disabled Vet Discharged:Rank \_\_\_\_\_ Honorable?  Yes  No

(This data is collected for statistical purposes only. It has no bearing on the credit decision to approve or decline the loan).

Your Signature \_\_\_\_\_

Date \_\_\_\_\_



Education History (complete this section or attach resume')

College/Institution \_\_\_\_\_ Location \_\_\_\_\_
Dates Attended \_\_\_\_\_ Degree \_\_\_\_\_
College/Institution \_\_\_\_\_ Location \_\_\_\_\_
Dates Attended \_\_\_\_\_ Degree \_\_\_\_\_
High School \_\_\_\_\_ Location \_\_\_\_\_
Dates Attended \_\_\_\_\_ Diploma? [ ] Yes [ ] No

Employment Experience for prior 10 Years (complete this section or attach resume')

Employer/Location \_\_\_\_\_
From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_
Responsibilities \_\_\_\_\_

Employer/Location \_\_\_\_\_
From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_
Responsibilities \_\_\_\_\_

Employer/Location \_\_\_\_\_
From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_
Responsibilities \_\_\_\_\_

Employer/Location \_\_\_\_\_
From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_
Responsibilities \_\_\_\_\_

Employer/Location \_\_\_\_\_
From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_
Responsibilities \_\_\_\_\_

Special Training or Skills (list any additional qualifications)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Signature \_\_\_\_\_ Date \_\_\_\_\_



# Personal Cash Flow Statement

Please provide the following information regarding sources and uses of cash during the calendar year and your projections for the current year. If cash flow deficit exists, explain how the existing or requested debt will be serviced.

**Individual Statement**

**Joint Statement**

## Sources of Cash (Annual)

	Prior Year	Current Year
1. Salaries, Commissions, Bonuses, or any other income from employment (net)	\$ _____	\$ _____
2. Rents received	\$ _____	\$ _____
3. Dividends	\$ _____	\$ _____
4. Interest Income	\$ _____	\$ _____
5. Sale of Asset	\$ _____	\$ _____
6. Royalties	\$ _____	\$ _____
7. Distributions from Estates & Trusts	\$ _____	\$ _____
8. Cash distributions from business Partnership, or joint ventures	\$ _____	\$ _____
9. Income Tax Refund	\$ _____	\$ _____
10. Other sources of cash <i>Alimony, child support, or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.</i>	\$ _____	\$ _____
<b>TOTAL CASH RECEIVED</b>	\$ _____	\$ _____

## Uses of Cash (Annual)

	Prior Year	Current Year
1. Personal Expenses (utilities, rent, household, etc.)	\$ _____	\$ _____
2. Bank Loans – principal & interest	\$ _____	\$ _____
3. Other loans – principal & interest	\$ _____	\$ _____
4. Insurance Payments	\$ _____	\$ _____
5. Income taxes not covered by withholding	\$ _____	\$ _____
6. Other uses of cash	\$ _____	\$ _____
<b>TOTAL CASH OUTLAYS</b>	\$ _____	\$ _____
<b>CASH FLOW SURPLUS (DEFICIT)</b>	\$ _____	\$ _____

**This Cash Flow Statement is part of my financial statement:**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
CO-APPLICANT'S (SPOUSE) SIGNATURE

\_\_\_\_\_  
DATE



**Authorization Letter**

**AUTHORIZATION TO RELEASE INFORMATION**

To Whom It May Concern,

The undersigned has applied for an SBA loan with Texas First Bank (the lender).

You are hereby authorized to release any information required by the lender to complete the processing of the loan request. Necessary credit information may include employment history, savings deposits, consumer credit balances, payment and history including payment records and balances.

Photocopies of this authorization are to be accepted as the original.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicants Name (Print Name): \_\_\_\_\_

Spouse's Signature (If Joint Application) \_\_\_\_\_ Date \_\_\_\_\_

Spouse's Name (Print Name): \_\_\_\_\_