



SBA PRE-APPROVAL UNDERWRITING CHECKLIST

Step 2. *All checked items in Step 2 must be submitted before the underwriting process can begin*

UNDERWRITING INFORMATION:

- Business plan/summary
- Three years of business federal tax returns (signed & dated)
- Financial Projections - covering three years, with the first 12 months broken down month-by-month (signed & dated)
- Interim Profit and Loss Statement and Balance Sheet dated _____ (signed & dated)
- Schedule of Business Debt – see attached form
- Three years of personal federal tax returns (signed & dated)
[include all statements and schedules]
- Request for Copy of Transcript of Tax Form – IRS Form 4506 (signed & dated)
- Certificate Regarding Debarment – SBA Form 1624 (signed & dated)
- List of existing equipment /fixtures with unit value of \$5,000 or more
(serial # & description)
- Project Specific Information – include if checked
 - ASSET PURCHASE
 - If real estate purchase - purchase contract or letter of intent
 - If purchase of existing business - purchase contract or letter of intent, 3 years of seller tax returns, 4506 signed by seller, reason business is being sold
 - If equipment purchase - detailed listing with model/serial #, copy of invoice or estimated cost
 - DEBT REFINANCE
[copy of note(s) to be refinanced, 24 months of payment history]
 - CONSTRUCTION, INCLUDING TENANT IMPROVEMENTS
[contractor bids with detailed cost breakdown, agreement of compliance – SBA Form 601]
 - OPENING PROFORMA BALANCE SHEET
 - FRANCHISE AGREEMENT (signed prior to loan close if new)
 - LIFE INSURANCE POLICY