



SBA LOAN APPLICATION INSTRUCTIONS

YourSBA.com Application Package Includes:

- **SBA Loan Request Form 5 Pages**
- *YourSBA.com Management Resume 1 Page*
- *Personal Financial Statement 2 Pages*

Welcome

Thank you for choosing YourSBA.com to assist you with your SBA financing needs. Our priority is quality service and focus on your needs to obtain the financing necessary to position your company for success.

Our first step in the process begins with your SBA Loan Application. We strive to make the application process as clean as possible and have reduced the business loan application to just 5 pages. Furthermore, the application may be easily completed using Adobe Acrobat on your personal computer.

In addition to the business loan application, called the SBA Loan Request Form, there are two supplemental forms; the Management Resume and Personal Financial Statement. These are separate attachments as they are completed by individuals and in many instances one business will have multiple owners.

To help assist you with these forms, we have step by step instructions for each page of each form. These step by step instructions are designed to take the guess work out of all of those blanks and give you guidance to the correct data. This saves time, headache and confusion and gets you started on the right track into a smoother process of qualifying and packaging your loan for credit determination.

Should you run into a stumbling block or need help with something specific, we urge you to e-mail a question or give us a call. We will get back with you as soon as possible.

Again thank you for choosing YourSBA.com and we're excited to get to work with you on your new opportunity.

Best Regards,

Joe Wojtowicz

Attachments



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"Putting The Pieces Of The Business Loan Puzzle Together"



SBA LOAN APPLICATION INSTRUCTIONS

SBA Loan Request Form (5 Pages)

Below is the step by step instruction in tabular order. When opening the SBA Loan Request Form, the form is in Adobe Acrobat and as a form, allows entries to be made into the fixed fields. To go in order on the form, just press Tab on the keyboard.

Page 1 – SBA Loan Request Form

Company Name: This is the legal name of the corporation or company requesting the loan. If the application is for a start-up business and a corporate / business name is not yet determined, the “Entity to be Formed” entry is completely acceptable. If the company is structured as a sole proprietor, then the assumed name should be used in this field.

Phone: Company phone number is appropriate. If one does not exist, then the cell number of the primary contact should be used.

Fax: If not applicable, please input “N/A”.

Email: Email address of primary contact is highly recommended.

Address/City/State/Zip: Use the company’s physical address, no P.O. Boxes please. If a start-up, use primary contact’s physical address.

Type of Business: This is a short description, like “Restaurant” or “Printing Company”

Date Established: This is the date the company started operations, including operations under previous ownership. If a start-up, please input “N/A”.

Type of Entity: Check the appropriate box.

Number of Employees: Put in the number of current employees in the “Existing” field, if a start-up put “0”. In the field “Expected After This Loan”, input the number of employees planned once the loan is obtained.

Ownership: List below the full name, title and ownership percentage of all owners. If more than 4 owners exist, then send in or attach a schedule of all owners that represent 100% ownership.

Estimated Project Costs: This is the total project costs for the loan application. It is important to define the entire costs associate with the project. The project will be funded by Your Money (Column 1), Other Sources (Such as a gift or other loan), and Our Loan. Our Loan represents the amount requested to be borrowed. Use whole numbers, and preferably round to the nearest \$100. Commas and dollar signs ARE NOT required.

Key Contact Information: In many cases it is extremely helpful to the lender to have the contact information to an applicant’s accountant, attorney, and insurance agents. During the loan analysis and packaging stages, contacting these sources directly makes the process easier on the applicant and prevents miscommunication.

Page 2 – Source of Capital Injection and Personal Declarations

Company Name: This should automatically input from Page 1.

Source of Funds: This is a detailed schedule of the source of funds that equals the amount of “Your Money” from the estimated project costs schedule on Page 1. The sum of these sources should equal the “Your Money” total from page one.

Public Records/Declarations: These are yes/no questions that apply to all owners with 20% or more ownership and their spouses.

Benefit to Your Business: This is a short narrative detailing how the proposed loan will benefit your small business. Please be detailed but brief.



Page 3 – Business Questionnaire

Company Name: This should automatically input from Page 1.

Background and History of Company: This is information about the company history, nature of the business, customer profile, key customers, major competitors, sales & marketing and goal. This is to provide the lender with a brief landscape of the space you operate your company. If a start-up, pull from your business plan about the industry and location for the history and nature of the business sections.

Page 4 – Schedule of Fixed Debts

Company Name: This should automatically input from Page 1.

Note: This is information is about existing debts named in the business only. If your loan application is for a start-up business or new company, then type “N/A” in the first box and move on. This is not for personal debts, unless the business is a sole proprietorship and the business debt is taken out as a personal debt

Creditor Name & Address: This is the name and address of the lender who you owe the debt.

Original Loan Date: This is located on the promissory note and is the date the note was signed, not the date the first payment was due.

Original Loan Amount: This is the beginning balance of the loan, also located on the promissory note.

Present Balance: This is the remaining balance due to the bank to pay the note in full. Part of the packaging process is to collect a current balance sheet and income statement as of the most recent month-end. The balance on this schedule should reflect the current and long term portion due on the balance sheet as of the most recent balance sheet date.

Interest Rate: This is the current rate on the loan.

Monthly Payment: This is your current monthly payment amount.

Maturity Date: This is the date the loan is scheduled to mature. This date is also located on the promissory note.

Collateral/Security: The assets which secure the loan (i.e. Real Estate, Machinery & Equipment, Automobile, Inventory, etc.)

Balloon: This is a “yes/no” question. A Balloon is a maturity date before the loan is paid in full. This will be on the promissory note showing that at maturity one final payment for the remaining balance is due.

Loan Current: This is a “yes/no” question about whether the loan is current or past due. For purposes of this schedule, past due is defined as 30 days or more.

Refi: This is a question as to whether the current loan request is to refinance the existing debt or not. This is a “yes/no” question.

Page 5 – Signature Page

Page 5 of the application is a certification that all statements made on the application are true and correct. It is also authorization to pull credit and complete credit investigations to validate the information stated on the application. All owners with 20% or more ownership must sign this form.

Management Resume (1 Page)

Below is the step by step instruction in tabular order. When opening the Management Resume Form, the form is in Adobe Acrobat and as a form allows entries to be made into the fixed fields. To go in order on the form, just press Tab on the keyboard.

This form must be completed by every owner with 20% or more ownership. As such, it is a separate file to be distributed and completed individually, versus the SBA Loan Request Form that is completed only once for the applicant business.



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Personal Information: This is standard personal information about you.

Education: This is a list of any degreed education, including high school and college.

Military Background: Please list the applicable background. If “N/A”, then please type “N/A” under branch of service and dates of service.

Work Experience: This is a short list of your past three work experiences. This is intended to encompass the past 10 years work experience. If it does not, then attach a detailed resume.

Personal Financial Statement (2 Pages)

Below is the step by step instruction in tabular order. When opening the Personal Financial Statement, the form is in Adobe Acrobat and as a form allows entries to be made into the fixed fields. To go in order on the form, just press Tab on the keyboard.

This form must be completed by every owner with 20% or more ownership. As such, it is a separate file to be distributed and completed individually, versus the SBA Loan Request Form that is completed only once for the applicant business. This two page form is an actual Small Business Administration form used by the lender. It does include a statement of accuracy and includes authorization for a personal credit investigation.

When completing this form, try to not leave any fields blank. On the financial statement, if there are no balances to report in any asset or liability category, indicate it with a “0”. In any description or narrative, if none, then type “N/A”.

As of: The Personal Financial Statement must be dated with the past 60 days.

Contact Info: Name, address and phone information is that of the person and **NOT** the business. If married, name your spouse in the name category as this form is meant to be completed jointly.

Business Name of Applicant: Enter Company Name as it appears in the SBA Loan Request Form.

Assets:

Cash on Hand: List verifiable amounts of cash on hand that match bank statements.

Savings Accounts: List verifiable amounts of savings such as CD’s that match bank statements.

IRA or Other Retirement Account”: List all retirement accounts, including pensions, IRAs and 401(k) accounts.

Accounts & Notes Receivable: If you hold a loan or account that is being paid to you or due to you, place the face amount (current balance).

Life Insurance: This is the cash surrender value only, NOT the face amount of the policy. Some life insurance policies, commonly referred to as “Whole Life” policies, accrue a cash value savings amount.

If you are unsure about your life insurance policy type or the cash surrender value, call your insurance agent. Details about the policy are to be included on page two, Section 8.

Stocks & Bonds: These are marketable securities and closely held securities you own. A detailed schedule is available for you to complete in Section 3 on Page 2.

Real Estate: This includes your primary residence as well as other real estate holding held in your or your spouse’s name. A detailed schedule should be completed in Section 4 on Page 2.

Automobiles: List the current value of your automobiles. To get the current value, go to www.kbb.com

Other Personal Property: This is your estimate of your personal property including household goods, collections and other assets with a current value. A written description can be placed in Section 5 on Page 2.

Other Assets: Indicate any cash down payment for a purchase that is held in escrow or other assets held in your or your spouse’s name. A written description can be placed in Section 5 on Page 2.

Total Assets: Total the amounts of all the assets listed above.



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Liabilities:

Accounts Payable: This is typically personal debts owed to individuals other than banks and department stores.

Notes Payable to Banks and Others: This is for credit card and department store accounts. List the full balance owed and NOT the payment amounts. Details can be provided in a Section 2 at the bottom of Page 1.

Installment Account (Auto): This is for your automobile loans. Provide the current loan balances as of your last statement to the right. Below, for Monthly Payments, provide the amount of the payments due each month.

Installment Account (Other): This should include other bank debts for non-automobiles, such as recreational vehicles and other personal items. Provide the current loan balances as of your last statement to the right. Below, or Monthly Payments, provide the amount of the payments due each month.

Loan of Life Insurance: If you have a loan on life insurance, list it here.

Mortgages on Real Estate: List the outstanding balances on real estate debts. Be sure to include home improvement and home equity loan balances in your total amount. The mortgage balances are to be detailed in Section 4 on Page 2.

Unpaid Taxes: List any unpaid taxes, federal, state or local here. These balances are to be described in detail in Section 6 on Page 2.

Other Liabilities: List any monetary liabilities that are outstanding that do not fit into one of the above liability categories. Also, provide a detailed explanation of the liability in Section 7 on Page 2.

Total Liabilities: Total the amounts of all the liabilities listed above (do not include the amounts in monthly payments)

Net Worth:

Net Worth: The total assets, minus the total liabilities, equals the net worth.

Section 1: Source of Income & Contingent Liabilities

Salary: Place in here the annual salary of you and your spouse as two separate amounts.

Net Investment Income: This is the net income from business investments, loans receivable and other investments like stock & bonds.

Real Estate Income: This is the income you receive from rents and other real estate holdings

Other Income: This is other income, like retirement, child support, pensions, etc. Provide a detailed description below.

Contingent Liabilities:

As Endorser or Co-Maker: List debts that are not in your name that you have personally guaranteed. This is debt that you do not currently make payments as they are paid by the other party.

Legal Claims & Judgments: If you are in a law suit, or you have a judgment or legal claim against you, enter the amount of the claim here.

Provision for Federal Income Tax: This is a provision many self-employed people complete as a potential liability. It is typically paid on a quarterly basis.

Other Special Debt: This is anything that is special that you could be liable for on a contingent or cause basis. It is best to explain this below with description of other income.