



**Asset Enhancement Solutions, LLC**  
*Creative Solutions to Financial Challenges*

Non-Traditional Financing Programs  
Mergers & Acquisitions

Turnaround Consulting  
Financial Management Services

---

## **SBA 7(a) Loan Application Checklist**

**Please upload the items below to the appropriate folder in the Data Room.  
(The forms in green are located in the Forms Folder of the One Hub Data Room)**

1. **SBA-1919 Form**
2. **SBA-912 Form**
3. **SBA-413 Form**
4. **SBA-4506-T Form**
5. **Resumes or Bios** for each principal that owns 20% or more of company.
6. **Financial Statements** (Audited, Reviewed, or Compiled by your CPA if applicable or Internal Financials)
  - a. 2020 YTD (if available)
  - b. 2019
  - c. 2018
  - d. 2017
  - e. 2016
7. **Business Debt Summary**
8. **Real Estate Summary** (If you own commercial real estate)
9. **Equipment Summary** (If you own a significant amount of machinery & equipment and vehicles)
10. **Interim Financial Statements for the most recent month you prepared financial statements for the current year.**
11. **Accounts Receivable Aging Report for a. Most Recent Month End & b. Support latest Interims Financials**

12. **Accounts Payable Aging Report for a. Most Recent Month End & b. Support latest Interims Financials**
13. **Projected Financial Statements**
  - a. 2020 (by month)
  - b. 2021 (on monthly, quarterly or annual basis)
  - c. 2022 (on monthly, quarterly or annual basis)
14. **Appraisals** (Inventory or other assets considered as potential collateral for Loan, if applicable.)
15. **Business Overview and History. Provide a history of the business and its challenges. Include an explanation of why the SBA loan is needed and how it will help the business. (Outline in Forms Folder of Data Room)**
16. **Lease Agreements** for the premises you lease.
17. **Banks statements** for the prior three months, for all borrowers and guarantors, to verify availability of your capital contribution.
18. **Business Tax Returns for applicant company.**
  - a. 2019 (if available)
  - b. 2018
  - c. 2017
  - d. 2016
19. **Business Tax Returns for affiliate companies owned 20% or more by principals.**
  - a. 2019 (if available)
  - b. 2018
  - c. 2017
  - d. 2016
20. **Personal Tax Returns (1040) for all borrowers and guarantors that own 20% or more of the company.**
  - a. 2019 (if available)
  - b. 2018
  - c. 2017
  - d. 2016
21. **Copy of Unexpired Driver's License or Passport** (for Principals with 20% or more ownership)
22. **If a non-U.S. citizen**, provide a copy of front and back of **Green Card** and Form G-845 "Document Verification Request".
23. **Any LLC** as applicant must provide articles of organization, filing receipt, operating agreement, names of members, ownership percent of each member and certificates of good standing.

24. **Any Corporation** as applicant must provide certificate of incorporation, filing receipt, bylaws, names of shareholders, names and titles of officers, copies of stock certificates and certificates of good standing.
25. **If loan is for debt refinance**, you must provide copies of all notes to be refinanced together with the most recent monthly statement.
26. **If construction loan**, provide a copy of construction bid or contract, plans and specifications.
27. **If equipment loan**, provide a copy of purchase invoice(s).
28. **If purchasing an existing business:**
  - a. Current financial statements of business to be purchased.
  - b. Business Plan and Executive Summary that includes reasons and economic benefits of acquisition
  - c. Last three years' federal income tax returns of the business to be acquired
    - a. 2019 (if available)
    - b. 2018
    - c. 2017
    - d. 2016
  - d. Proposed Bill of Sale including Terms of Sale
  - e. Asking price with schedule of inventory, machinery and equipment, furniture and fixtures.
  - f. Franchise, jobber or licensing agreements if applicable
  - g. Proof of equity injection.
29. **How is/did the business operate during the Stay at Home Orders relating to COVID-19 (See Form/Outline in Data Room)**