



Asset Enhancement Solutions, LLC

Creative Solutions to Financial Challenges

Non-Traditional Financing Programs
Mergers & Acquisitions

Turnaround Consulting
Financial Management Services

SBA 7(a) Check List

1. **SBA-1919 Form**
2. **SBA-912 Form**
3. **SBA-413 Form**
4. **SBA-4506-C Form**
 - 4a. **Certification of Beneficial Ownership**
5. **Resumes or Bios for each principal that owns 20% or more of company.**
 - a. **Management Resume and Profile**
6. **Financial Statements** (Audited, Reviewed, or Compiled by your CPA if applicable or Internal Financials)
 - a. 2022
 - b. 2021
 - c. 2020
 - d. 2019
 - e. 2018
 - f. 2017
7. **Business Debt Summary** (Also provide loan documents for each outstanding loan)
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 Most Recent Month End and a report that ties into most recent interim financial statements.**
12. **Accounts Payable Aging Report for Most Recent Month End and a report that ties into most recent interim financial statements.**
13. **Projected Financial Statements – Income Statement and Balance Sheet**
 - a. 2023 YTD Actuals and projected by month through 12/31/23
 - b. 2024 – Monthly
 - c. 2025 - Monthly
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 all of 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. 2022 (if available, if not file, upload extension)
 - b. 2021
 - c. 2020
 - d. 2019
 - e. 2018
19. **Business Tax Returns for affiliate companies owned 20% or more by principals.**
 - a. 2022 (if available, if not file, upload extension)
 - b. 2021
 - c. 2020
 - d. 2019
 - e. 2018
20. **Personal Tax Returns (1040) for all borrowers and guarantors that own 20% or more of the company.**
 - a. 2022 (if available, if not file, upload extension)
 - b. 2021
 - c. 2020
 - d. 2019

e. 2018

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) or quotes you received and summarize them on an excel spread sheet.
28. **If purchasing an existing business:**
 - a. Current financial statements of business to be purchased and projections for current year
 - 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
 - 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. Credit Scores of Principals (**See Instructions to run free Experian Credit Report**)
30. Latest Pay Stubs for Principals