

## SBA Loan Preliminary Needs List

Thank you for choosing ALB Commercial Capital (ALB) we appreciate the opportunity to assist in your financing needs. We strive to provide you with the best service available and to close your transaction on time. Please find our checklist below with items you will need to provide. Any forms needed can be found in the **FORMS** section of our website.

### **Property**

- If purchase – Copies of buyer and seller executed Purchase Contract, along with all offers and counter offers.
- Capital Improvements Form – please provide on ALB for or equivalent format.
- Complete fully executed lease agreements with all amendments and increase notices if applicable.
- Digital color pictures of the subject property interior, exterior front, rear and street views.
- Copy of the current mortgage statement for the subject property, if applicable.
- Name and phone number for your insurance agent and copy of Declaration page.
- If refinance, Copy of Note.

### **Borrower** – all principals with 25% or greater ownership

- Applicant's Credit Authorization to Release Information – complete and sign the ALB form.
- Loan Application (1003)
- SBA Loan Request Form
- Statement of Personal History SBA 912 – complete and sign.
- Personal Financial Statement SBA 413 – complete and sign.
- Business Debt Schedule, including business loans, equipment financing , and lines of credit associated with the operation of the business.
- Management Resume
- Environmental Questionnaire
- SBA 7(a) Borrower Information Form SBA 1919, if applicable
- Schedule of Real Estate Owned (SREO) form – use the Excel form available for download.
- Cash Flow Projections - two years minimum, must be month by month for the first year and annual thereafter. Use the Excel template available for download.
- Two months current bank and investment statements (all pages) to verify liquidity/reserves.
- Three years current Business and Personal Federal Tax Returns including W-2's, if applicable.
  - Personal Federal Tax Returns - include all schedules, statements and K-1's.
  - Business Federal Tax Returns - include all schedules, statements and K-1's.
- Three years current Entity Federal Tax Returns – include all schedules, statements, and K-1's.
- Business Interim Financial Statement (Income Statement & Balance Sheet) - dated within 60 days.
- Business Plan - required in all startups and most change of ownership situations.

*To process your loan efficiently and to obtain loan approval, we advise you to continue making your mortgage payments and pay bills on time. In addition, refrain from any major purchases that could affect your credit, such as a new vehicle etc., until the loan is completed.*

*Thank you for your business and do not hesitate to contact us with any questions.  
We look forward to working with you*

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