

# Pre-Approval Application



## Preliminary Approval Document Checklist

This packet of information includes the items you will need to complete or provide as part of your pre-approval application. Please use the checklist below to ensure that all documentation and forms are complete and include the necessary information.

<p><b>A. Business Loan Application Acknowledgement and Agreement (CLAAA)</b> <i>Please include signatures and social security numbers for both you and your spouse, if applicable, on the CLAAA form. Spouse(s) signatures are required by the SBA regardless of whether or not the spouse is pledging a personal guaranty.</i></p>	<input type="checkbox"/>
<p><b>B. Personal Financial Statement (use the attached)</b> <i>Please include signatures and social security numbers for both you and your spouse, if applicable, on the CLAAA form. Spouse(s) signatures are required by the SBA regardless of whether or not the spouse is pledging a personal guaranty.</i></p>	<input type="checkbox"/>
<p><b>C. Three (3) years Business Tax Returns of Borrower (including all schedules)</b></p>	<input type="checkbox"/>
<p><b>D. Business plan for a business less than two years old or for a business that is planning to implement a turnaround strategy</b> <i>Include two years of projections with assumptions. First year detailed month by month.</i></p>	<input type="checkbox"/>
<p><b>E. Three (3) years of "Affiliate" Business Tax Returns (including all schedules)</b> <i>This includes tax returns for any business you own 20% or more of (commonly listed in the Schedule E section of your personal tax return. Affiliates can also be a C Corporation with a separate tax return.)</i></p>	<input type="checkbox"/>
<p><b>F. Three (3) years Personal Tax Returns (including all schedules)</b></p>	<input type="checkbox"/>
<p><b>G. Interim Financial Statement (Income Statement and Balance Sheet)</b> <i>Please include year-to-date income statement and balance sheet for Borrower and businesses included in (Section C) above, no older than 90 days.</i></p>	<input type="checkbox"/>
<p><b>H. Business Debt Schedule (see attached)</b></p> <ul style="list-style-type: none"><li>• <i>If an existing business, please show all debt currently on balance sheet. The total liabilities for short and long term should equal what is listed on the balance sheet. Please fill out each field completely.</i></li><li>• <i>If a new business, there may not be any debt as of yet so please write N/A and sign the schedule.</i></li><li>• <i>If an acquisition of an existing business, please list any debt that will be inherited as a result of the purchase (per the purchase agreement) plus any debt from buying business and identify accordingly.</i></li></ul>	<input type="checkbox"/>
<p><b>I. Proposed Project Costs</b> <i>For information related to "funds to be provided by Borrower," please list where the funds will be coming from, including type of funds (e.g. liquidation of stock, home equity loan, business or personal cash) and from whom these funds originate.</i></p>	<input type="checkbox"/>

# Business Loan Application Acknowledgment and Agreement

"I/We hereby apply for the loan or credit described in this application on behalf of applicant business. I/We agree and acknowledge that the information in this loan application or in any related documents is true, accurate and complete as of the date of this application. I/we have made no misrepresentations in this loan application or any other related documents. I/We acknowledge that the representations made in this application will be continuously relied upon by the Lender and the Lender's agents in evaluating the loan application and, if approved, in extending credit in that I/We acknowledge that I/We have the obligation to amend and supplement the information if any material fact shall change prior to closing the loan. I/We acknowledge that the Lender has not made any commitment to approve the loan application and extend credit unless otherwise agreed to in writing.

Lender and Lender's agents are authorized to conduct any inquiries they decide are necessary to verify the accuracy of the information contained in the loan application and the lender and/or Lender's processors and underwriters and servicers, successors and assigns are authorized to obtain credit reports from credit reporting agencies on the loan applicants. I/We agree that we will sign such authorizations as lender may require to obtain information from third parties, including authorization to release and share information with any and all third parties, including third party vendors as lender may deem necessary in the underwriting/appraisal/due diligence process.

If credit is extended, Lender and/or Lender's servicers, successors and assigns are authorized to obtain credit and other information regarding the loan applicants from time to time during any time that the loan has an outstanding balance under the terms set forth in the business loan agreement. Lender and Lender's agents shall not be liable for any claim arising from the use of information provided by the loan applicants or for providing such information to third parties or others.

I/We understand that Lender will retain this application and any other credit information that Lender receives even if no loan or credit is granted. These representations and authorizations extend not only to lender, but also to any insurer of the loan and to any investor to whom Lender may sell all or any part of the loan. I/We further authorize Lender to provide any such insurer or investor any information or documentation that they request with respect to my/our application or loan.

By signing below you certify that all the information you have given with this application is true and complete. You authorize Lender to verify all your statements with any source, obtain credit and employment history, and exchange information about your credit account experience with Lender."

## Borrower:

<input type="text"/>	<input type="text"/>
Borrower and/or Company name	Date
By: <input type="text"/>	Title: <input type="text"/>

## Owners\*/Guarantors/Spouses (as applicable)

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Government Issued Picture ID	Social Security Number
<input type="text"/>	<input type="text"/>	
Address	City/State/Zip Code	
<input type="text"/>	<input type="text"/>	
Signature	Date	

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Government Issued Picture ID	Social Security Number
<input type="text"/>	<input type="text"/>	
Address	City/State/Zip Code	
<input type="text"/>	<input type="text"/>	
Signature	Date	

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Government Issued Picture ID	Social Security Number
<input type="text"/>	<input type="text"/>	
Address	City/State/Zip Code	
<input type="text"/>	<input type="text"/>	
Signature	Date	

## Proposed Project Costs

Real Estate Acquisition	\$ _____
Construction/Leasehold Improvements	\$ _____
Equipment, Furniture and Fixtures	\$ _____
Inventory Purchases	\$ _____
Acquisition of Existing Business	\$ _____
Refinance Existing Debt	\$ _____
Working Capital	\$ _____
Other _____	\$ _____
Other _____	\$ _____

**Total Capital Requirements: \$ \_\_\_\_\_**

Cash to be provided by borrower:	\$ _____
Cash from Business	\$ _____
Cash from Personal Accounts	\$ _____
Home Equity Line of Credit	\$ _____
Liquidization of Securities	\$ _____
Personal Line of Credit or Credit Cards	\$ _____
Other _____	\$ _____
Other _____	\$ _____
Funds Provided by Other Sources (i.e. Seller Financing)	\$ _____

**Total Cash Provided: \$ \_\_\_\_\_**

**Loan Amount Requested: \$ \_\_\_\_\_**

Note: Total cash provided added to loan amount requested, must equal total capital requirements listed above.

# Personal Financial Statement as of

## Applicant Information

Name  Name  
 Date of Birth  Social Security Number  
 Address  
 City  State  Zip  
 Position/Occupation  No. of Years  
 Employer Name/Address  
 Home Telephone  Business Telephone

## Spouse Information

Date of Birth  Social Security Number  
 Address  
 City  State  Zip  
 Position/Occupation  No. of Years  
 Employer Name/Address  
 Home Telephone  Business Telephone

Assets	Applicant	Spouse	Joint
Cash on Hand - Schedule A			
Retirement Accounts - Schedule C			
Securities - Schedule C			
Other Equity - Schedule C			
Accounts Receivable			
Notes Receivable			
Real Estate Owned - Schedule D			
Mortgage and Land Receivable			
Receivable - Schedule D			
Life Insurance - Schedule E			
Automobiles			
Personal Property			
Other Assets (Itemize)			
Total			
Total Assets			

Liabilities	Applicant	Spouse	Joint
Notes Payable - Schedule B			
Notes Payable - Other Institutions - Schedule B			
Notes Payable - Relatives and Others			
Accounts and Bills Due			
Unpaid Taxes			
Real Estate Mortgages Payable - Schedule D			
Land Contracts Payable - Schedule D			
Life Insurance Loans - Schedule E			
Other Liabilities (Itemize)			
Total			
Total Liabilities			
Net Worth			

Annual Expenses	Applicant	Spouse	Joint
Federal Income and Other Taxes			
Property Taxes and Assessments			
Insurance Premiums			
Alimony/Support Payments			
Tuition/Education			
Other (Itemize)			
Total			

Sources of Income	Applicant	Spouse	Joint
Salary			
Bonus and Commissions			
Dividends and Interest			
Real Estate Income			
*Other Income			
Other:			
Total			

\*Alimony, child support or separate maintenance payments need not be disclosed unless relied upon as a basis for extension of credit.

**Schedule A** Deposits (list the names of all institutions where you maintain a deposit account.)

Name of Institution	Name on Account	Type of Account	Deposit Balance	Pledged?	If yes, to whom
				<input type="checkbox"/> Y <input type="checkbox"/> N	
				<input type="checkbox"/> Y <input type="checkbox"/> N	
				<input type="checkbox"/> Y <input type="checkbox"/> N	
				<input type="checkbox"/> Y <input type="checkbox"/> N	
				<input type="checkbox"/> Y <input type="checkbox"/> N	
Total					

**Schedule B** Loans payable to Banks and Others

Name of Institution	Name on Account	Line Amount if Line of Credit	Original Balance	Amount Owning	Monthly Payment	Secured by what Assets
Total						

**Schedule C** US Governments, Stocks (Listed & Unlisted) Bonds (Gov't and Comm.) and Partnership Interests (General & Ltd.)

#of Shares, Face Value (Bonds) or % of Ownership	Indicate: 1) Agency or Name of Company 2) Type of Investment or Equity Classification	In Name Of	Market Value or Book Value	Pledged?
				<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> Y <input type="checkbox"/> N
Total				

**Schedule D** Real Estate Owned, Real Estate Mortgages & Land Contracts Receivable (and Related Liabilities)

Property Address/Property Description	Title in Name of	Date Acquired	Cost Improvements	Present Market Value	Mortgage or Land Contract Payable		
					Balance Owning	Monthly Payment	Holder
Total							



# Business Debt Schedule

Business Name \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

Creditor	*	Original Date	Original Amount	Present Balance	Interest Rate	Monthly Payment	Maturity	Collateral/ Security	Current Y/N	Original Purpose

As of: \_\_\_\_\_

Total

\* Denotes loan to be refinanced with loan proceeds.



# Collateral Schedule

Company Name: \_\_\_\_\_

## Real Estate

Address	Deed in Name Of	Year Acquired	Cost	Est. Value

## Furniture, Fixtures and Equipment - Items with current value over \$5,000

Item Description	Quantity

## Furniture, Fixtures and Equipment - Items with current value under \$5,000

Item Description	Make	Model	Serial #	Value

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name, Title