



44 BUSINESS CAPITAL

Document Tracking Worksheet

Required
Submitted

- 1. Loan Request Form and Business Questionnaire**
- 2. Personal Financial Statement**
Complete for each person owning 20% or more of the business along with anyone guaranteeing the loan; spouses must sign and date. **The Personal Financial Statement should be completed on a Joint Basis and include spousal assets.**
- 3. Credit Authorization – signed by all parties providing a Personal Financial Statement**
- 4. Management Resume**
Complete for all active principals in the company along with key managers and/or officers
- 5. SBA Form 912**
Complete for all active principals in the company along with key managers and/or officers
- 6. Request for Transcript of Tax Returns (IRS Form 4506T)**
Complete for every owner, company and affiliate providing tax returns
- 7. Federal Tax Returns – Owner/Guarantor**
Personal Federal Tax Returns (**ALL SCHEDULES**) for the last 3 years for all individuals who own 20% or more of the business
- 8. Federal Tax Returns – Business/Company**
Corporate Federal Tax Returns (**ALL SCHEDULES**) for the last 3 years for the applicant business
- 9. Federal Tax Returns – Affiliates**
Federal Tax Returns (**ALL SCHEDULES**) for the last 3 year for all affiliate businesses.
Definition of an Affiliate: An affiliate business is defined as all business concerns in which the applicant company or any individual has 20% ownership, controlling interest, or where an individual has control of the company and other concerns even though the ownership is less than 20%.
- 10. Financial Statements – Last 3 years of fiscal year end statements (if available)**
 Borrowing Entity
 Any affiliate businesses
- 11. Interim Financial Statements**
Interim Profit and Loss and Balance Sheet within 45 days for:
 Borrowing Entity
 Any affiliate businesses
- 12. Debt Schedule**
 Borrowing Entity
 Any affiliate businesses
- 13. Current Accounts Receivable and Accounts Payable aging summary**
Dated the same as the interim Profit and Loss and Balance Sheet
- 14. Business Projections**
Provide 2 years of financial projections including all assumptions and basis for your projections.
- 15. Evidence of cash injection if equity required**
We will require 3 months bank statements, investment account statements, etc. If the equity injection into the project is borrowed, it must be disclosed to 44 Business Capital.
- 16. Schedule of Collateral**
Provide a detailed list of all assets being taken as collateral referencing serial numbers for all items with an original value of \$5,000 or greater.
(Include year, make, model and VIN # for all vehicles used as collateral)
- 17. Copy of any existing or proposed lease agreement(s)**
- 18. Non US Citizen Status Documentation (G845)**
If not a US Citizen, please attach Proof of Resident Alien Status and Acknowledgment Letter and a photocopy of **both sides** of the Alien Registration card.



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Is any portion of the loan request to be used for the acquisition of an existing business?

- 19. Request for Transcript of Tax Returns**
(IRS Form 4506T) Along with Corporate Federal Tax Returns (**ALL SCHEDULES**) from the last 3 years of the business being purchased
- 20. Financial Statements**
Last 3 years of fiscal yearend financial statements for the business being purchased (if available)
- 21. Debt Schedule for business to be acquired**
- 22. Interim Financial Statements**
Current Profit and Loss and Balance Sheet within 45 days of application for the business being purchased
- 23. Current Accounts Receivable and Accounts Payable aging summary**
Dated the same as the interim Profit and Loss and Balance Sheet
- 24. Purchase Agreement or Letter of Intent**
We will require a **SIGNED** purchase agreement or letter of intent for the business being acquired. Underwriting of the transaction cannot commence without this item
- 25. Value of Assets**
The Purchase Agreement/Letter of Intent should include a breakdown of the purchase price with an allocation as to the assets being purchased (real estate, equipment, inventory, accounts receivable and any other assets)
- 26. Projections**
Two years of financial projections including all assumptions and basis for your projections. (Form provided if needed.)

Is any portion of the loan request to be used to purchase equipment?

- 27. Invoices/Quotes**
We will require bids or other cost estimates for equipment being acquired

Is any portion of the loan request to be used to establish a franchise location?

- 28. FDD**
Please provide a copy of the Franchise Disclosure Document. This document is typically available through the proposed franchisor.
- 29. Agreements**
Please provide the franchise agreement and/or the approval letter from the franchisor for your project

Is this request for Start-up business or significant expansion of an existing business?

- 30. Business Plan**
Please provide a detailed business plan with two year projections on a month by month basis as well as a summary of year to date totals. Please explain all assumptions substantiating the projections.
- 31. Project Costs**
Please provide a breakdown of all costs associated with the start-up or expansion of the business including working capital needs. ***Please remember that all cash/equity injection from the borrower must be verified. If it is borrowed, it must be disclosed so the transaction can be properly underwritten.***

Is any portion of the loan request to be used to refinance debt?

- 32. Payoffs**
Please provide an estimate for the payoff of the debt in the debt schedule provided in the Business Credit Loan Application.
- 33. Copies of Notes**
Please provide copies of any notes we will be refinancing.

Is any portion of the loan request to be used for the purchase or refinance of real estate debt?

- 34. Purchase Agreement**
Copy of executed purchase agreement for the subject real estate
- 35. Information on Subject Real Estate**
Copy of any previous third party reports (environmental, appraisal, survey) on the property.
Environmental Questionnaire
- 36. Other -**
- 37. Other -**
- 38. Other -**