

SMALL BUSINESS CAPITAL, LLC
 131 RAMPART WAY - SUITE 303
 EAST LANSING, MICHIGAN 48823
 ATTN: PROCESSING
 Email: smallbizftwayne@yahoo.com
 (260)249-1866
 FAX (269)216-4626

FULL DOC LOAN PACKAGE CHECKLIST--PROJECT NAME:

BUSINESS DOCUMENTS/INFORMATION - Subject & Affiliates

<u>Received</u>	<u>Required</u>	
_____	<u>X</u>	Business Financial Statements (Last 2 Fiscal Years)
_____	<u>X</u>	Business Federal Income Tax Returns (Last 2 Years)
_____	<u>X</u>	Interim Business Financial Statements (Dated Within the Last 90 Days)
_____	_____	Business Financial Projections
_____	_____	Business History and Description (Name, location, date of org., background, business activity, strategies, competition...)
_____	<u>X</u>	Business Debt Schedule (Detailed and dated)*
_____	_____	A/P and A/R Aging Reports

PERSONAL / INDIVIDUAL INFORMATION - > 19% Ownership

<u>Received</u>	<u>Required</u>	
_____	<u>X</u>	Personal Financial Statements on all Borrowers/Guarantors (attached) (Dated Within the Last 60 Days)
_____	<u>X</u>	Borrowers/Guarantors Personal Federal Income Tax Returns (Last 2 Years)
_____	_____	Resumes of all Borrowers, Guarantors and Key Management Personnel (Name, age, title, ownership, responsibilities, qualifications, financial accounting responsibilities)
_____	_____	Credit Auth. Form (attached)

OTHER

<u>Received</u>	<u>Required</u>	
_____	<u>X</u>	Appraisal (If appraisal is not initially available, please provide the following information on the subject property: pictures, land & building square footage, structural type, age...)
_____	_____	Purchase Agreement
_____	<u>X</u>	Copy of Existing or Proposed Leases
_____	_____	Rent Roll (attached)
_____	_____	Environmental Questionnaire and/or Environmental Site Assessment Report
_____	<u>X</u>	Copy of Articles of Incorporation and Corporate Bylaws or Partnership Agreement
_____	_____	Credit Memo/Write-up
_____	<u>X</u>	4 Color Photos of Subject Property
_____	_____	SBA Authorization Agreement (If Applicable)
_____	_____	Verification of Equity Injection
_____	<u>X</u>	Square footage of current location.
_____	<u>X</u>	If Applicable, when does the company's current lease expire and what is the current SF? (If available, please provide a copy of the lease.)