

SBA Loan Application Checklist

Everything you need to prepare before applying for an SBA loan. Check off each item as you gather it.

1. Personal Documents

- ☐ Government-issued photo ID (driver's license or passport)
- ☐ Personal tax returns - last 3 years
- ☐ Personal financial statement (SBA Form 413 or equivalent)
- ☐ Resume / business experience summary

2. Business Documents

- ☐ Business tax returns - last 3 years
- ☐ Year-to-date profit & loss statement and balance sheet
- ☐ Business licenses and registrations
- ☐ Articles of incorporation / organization + operating agreement
- ☐ Business debt schedule (all existing loans, balances, payments)

3. Financial Readiness

- ☐ Confirm personal credit score (650+ preferred)
- ☐ Calculate your DSCR - aim for 1.25x or higher
- ☐ Prepare 10-20% down payment / equity injection funds
- ☐ Document the source of all down payment funds

4. Use of Funds

- ☐ Written breakdown of how loan proceeds will be used
- ☐ Purchase agreements or quotes (equipment, real estate)
- ☐ For acquisitions: trailing 12-month financials of target business
- ☐ For real estate: confirm 51%+ owner-occupancy

5. Business Plan (startups & acquisitions)

- ☐ Executive summary and business description
- ☐ Market analysis and competitive landscape

- ❑ 2-3 year financial projections with assumptions
- ❑ Management team bios

Ready? Check your eligibility in 2 minutes at uscapitalbridge.com