



## TGG Loan Checklist

Borrower Name(s): \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Escrow Closing Date (if applicable): \_\_\_\_\_  
 Financing Contingency Date (if applicable): \_\_\_\_\_  
 Other Import Date (if applicable) (Please note): \_\_\_\_\_  
 Note(s): \_\_\_\_\_  
 Date items requested: \_\_\_\_\_

### Personal Documentation –

	Date Rcvd	Complete (Reviewers initials)
Personal Tax Returns (PTR): Provide 3 years (2017, 2018 and 2019) full Federal Tax Returns including statements.		
Application (App): Complete entire application. <b>NOTE</b> Pay Close Attention to questions HAVE YOU EVER?		
1244 Form (1244): <b>NOTE: Complete all pages, answering all questions accurately. All signatures and initials must be wet. Please pay attention to the criminal record, bankruptcy and pending law suite questions, no matter how old, they must be disclosed if applicable.</b>		
Personal Financial Statement – SBA form 413(PFS): <b>NOTE</b> Complete entire form. List all personal debts and obligations only. If married, spouse must also sign this document.		
Resume Form (Resume): Complete entire form. If you have a current resume, it can be used in Lieu of this form.		
Form 8821 – Tax Verification request form – Execute attached form		
Personal Bank Statement(s)(PBS): Please provide Bank statement for personal accounts for periods ending: ___November 2020, December 2020 and January 2021___		
Copy of Driver’s License		
Copy of any Trusts listing all trust assets		



**Small Business Concern Documentation: Operating Company**

	Date Rcvd	Complete (Reviewers initials)
Business Tax Returns (BTR) Provide 3 years (2017, 2018 and 2019) full Federal Tax Returns including statements.		
Balance Sheet and Profit & Loss Statement for the period ending <b><u>December 31, 2020</u></b> :  <b>Note:</b> If Balance sheet is reflecting Accounts Receivables (AR) and/or Accounts Payable (AP), please provide an AR/AP aging report as of the same dates listed above. The totals should match.		
Business Debt Schedule: list ALL BUSINESS DEBT ONLY (do not Include personal debts) Date of debt will be concurrent with the <b><u>December 31, 2020</u></b> financial statements.  <b>Note:</b> Debt includes credit cards in business name, Installments, Mortgages, auto etc. for the BUSINESS ONLY (Supporting documentation may be requested)		
Business Bank Statement(s): Please provide Bank statement for the Business account for the periods ending: __November 2020, December 2020 and January 2021__		
Form 8821 – Tax Verification request form – Execute attached form		
Business Plan (BP) (For Use of new businesses only, 2 years or less): Provide a business plan outlining detailed History, management experience, job creation, customers, competitors, marketing strategy etc.		
Projections (as requested) (required for new businesses): Please provide 3 years month to month projections detailing expected sales, expenses, profits and the ASSUMPTIONS/HOW to, to the numbers.		



Affiliates: All Companies requested

Business Name(s): \_\_\_\_\_

Date Rcvd Complete  
(Reviewers  
initials

Business Tax Returns (BTR) Provide 3 years (2017, 2018 and 2019) full Federal Tax Returns including statements.		
Balance Sheet and Profit & Loss Statement for the period ending <b>December 31, 2020</b>  <b>(ONLY REQUIRED IF GUARANTEEING THE LOAN)</b>		
Business Debt Schedule: list ALL BUSINESS DEBT ONLY (do not include personal debts) Date of debt will be concurrent with the <b>December 31, 2020</b> financial statements.  <b>Note:</b> Debt includes credit cards in business name, Installments, Mortgages, auto etc. for the BUSINESS ONLY (Supporting documentation may be requested) <b>(ONLY REQUIRED IF GUARANTEEING THE LOAN)</b>		
Form 8821 – Tax Verification request form – Executed attached form <b>(ONLY REQUIRED IF GUARANTEEING THE LOAN)</b>		

\*\*\*For all other affiliate businesses the principal holds ownership in, the CDC will require the most current K-1's with an understanding of the principal's involvement with each business.



Project Documentation: All Project costs documents

	Date Rcvd	Complete (Reviewers initials)
<p>Operating as a Franchise? Do you have a Dealer or Jobber Agreement?</p> <p>If a Franchise or you have any Dealer Agreements <b>NOTE, provide a copy of executed said agreement.</b> An SBA addendum will be requested to be completed by Franchisor/Franchisee.</p>		
<p>Improvement(s)/Repairs: If the project includes tenant improvement, <b>NOTE</b> provide Bids all costs associated with those improvements on Contractors letterhead with a copy of their licensing. Any bids/quotes will outline the scope of the work to be completed.</p>		
<p>Machinery/Equipment: If the project involves the purchase of equipment, <b>NOTE</b> provide invoices/bids/quotes with a description of the product to be purchased.</p>		
<p>Debt Refinance (DREFI): If the project involves debt refinance, the debts being refinanced should be listed on the business debt schedule (requested above) AND provide a copy of the following documents:</p> <p>Refinance of Real Estate</p> <ul style="list-style-type: none"> <li>• Copy of Original Note</li> <li>• Copy of Current Executed Note</li> <li>• Recorded Deed (if applicable)</li> <li>• 12 month payment history transcript showing no missed or late payments</li> </ul> <p>Refinance of Equipment</p> <ul style="list-style-type: none"> <li>• Copy of Original Note</li> <li>• Copy of Current Executed Note</li> <li>• <a href="#">UCC Filing</a></li> <li>• <a href="#">Copy of Invoices with all proofs of payment</a></li> <li>• <a href="#">Loan Disbursement Log</a></li> </ul> <p>*qualified debt must be verified by a variation of the items listed above in blue font.            *If the project involves a request for working capital expenses, provide a list of those expenses (inventory with quantity and cost) and/or uses for the working capital. Please note the totals should match the application section (working capital + inventory) (if applicable)            * If using cash out on Refinance request, total cash out request can't exceed 20% of the total loan amount.</p>		
<p>Business History (Business Questionnaire): Provide discussion on business concept and how client came into the industry</p>		
<p>Does the borrower have an SBA line of credit or have they ever defaulted on a government loan?</p> <p>Does the borrower have a current SBA loan with an EPC/OC Lease? Is the borrower in compliance with SBA loan lease requirements?</p> <p>Has the borrower received a PPP or EIDL Loan? If yes, provide copy of Note(s)</p>		



Does the borrower have a Succession Plan or will Key Person Life Insurance be required?		
Copy of all borrower current leases and/or sub-tenant leases		
COVID 19 Questionnaire		

Closing Items
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	Date Rcvd	Complete (Reviewers initials)
Formation Documents as applicable: <b>Corporation</b> <ul style="list-style-type: none"> <li>○ Executed by Laws</li> <li>○ Articles of Incorporation</li> <li>○ Current Business License</li> <li>○ Fictitious Business Name Filing</li> <li>○ Current filed CA Statement of Information</li> <li>○ Certificate of Secretary</li> <li>○ Copies of all Stock certificates (Should total 100%)</li> </ul>		
Formation Documents as applicable <b>Limited Liability Company</b> <ul style="list-style-type: none"> <li>○ Executed Operating Agreement</li> <li>○ Articles of Organization</li> <li>○ Certificate of LLC</li> <li>○ Current filed CA Statement of Information</li> <li>○ EIN IRS Letter</li> </ul>		

Small Business Loan Application

Company Information

Business Name (& DBA): \_\_\_\_\_
Business Type (Legal Structure): Proprietorship [ ] Partnership [ ] S-Corporation [ ] C-Corporation [ ] LLC [ ] Franchise [ ]
Business Address (Physical Location): \_\_\_\_\_
Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_
Business Website: \_\_\_\_\_ EVER had Bankruptcy/Lawsuit(s): Yes [ ] No [ ]
Business Start Date: \_\_\_\_\_ If not original owner, date you took ownership: \_\_\_\_\_
Number of Current Employees: \_\_\_\_\_ Number of created jobs via this loan: \_\_\_\_\_
Describe products/services offered (Industry): \_\_\_\_\_

Company Ownership/Personal Information

(1) Name: \_\_\_\_\_ Title: \_\_\_\_\_ % of ownership: \_\_\_\_\_
Home Address: \_\_\_\_\_
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
DOB: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Social Security Number(SSN): \_\_\_\_\_
Citizenship Status: Yes [ ] No [ ] Gender: Male [ ] Female [ ] Have You EVER Been Arrested: Yes [ ] No [ ]
Race/Ethnicity (Check all that apply): White [ ] Black [ ] Hispanic [ ] Asian [ ] Hawaiian/Islander [ ] Other: \_\_\_\_\_
EVER had Bankruptcy/Lawsuit(s): Yes [ ] No [ ] Married: Yes [ ] No [ ], if yes Spouse Name: \_\_\_\_\_ SSN: \_\_\_\_\_
(2) Name: \_\_\_\_\_ Title: \_\_\_\_\_ % of ownership: \_\_\_\_\_
Home Address: \_\_\_\_\_
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
DOB: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Social Security Number (SSN): \_\_\_\_\_
Citizenship Status: Yes [ ] No [ ] Gender: Male [ ] Female [ ] Have You Ever Been Arrested: Yes [ ] No [ ]
Race/Ethnicity (Check all that apply): White [ ] Black [ ] Hispanic [ ] Asian [ ] Hawaiian/Islander [ ] Other: \_\_\_\_\_
EVER had Bankruptcy/Lawsuit(s): Yes [ ] No [ ] Married: Yes [ ] No [ ], if yes Spouse Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Use of Funds

Real Estate (RE) Purchase:.....\$ \_\_\_\_\_ Working Capital:.....\$ \_\_\_\_\_
Machinery/Equipment:.....\$ \_\_\_\_\_ Start-Up costs:.....\$ \_\_\_\_\_
Building Improvements/Repairs:.....\$ \_\_\_\_\_ Other (Specify):.....\$ \_\_\_\_\_
Inventory:.....\$ \_\_\_\_\_ Total Project:.....\$ \_\_\_\_\_
Debt Refinance:.....\$ \_\_\_\_\_ Owner Injection (Down Payment):.....\$ \_\_\_\_\_

Please Briefly Describe How This Loan Will Help Grow Your Business?: Enter response in below

I authorize SBA/Lender (AmPac and other lending partners) to make inquires as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I hereby certify that: (1) as consideration for any Management, Technical, and Business Development Assistance that may be provided, I waive all claims against SBA and its consultants, and (2) all information contained in this document and any attachments is true and correct to the best of my knowledge and (3) understand that data collected in this application are used to process the loan application and for lending and technical assistance tracking.

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_
Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**PERSONAL RESUME OF**

Home Address \_\_\_\_\_  
Street City/State/Zip Phone

Past Address \_\_\_\_\_  
Street City/State/Zip Phone

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Marital Status \_\_\_\_\_

**MILITARY**

Branch of Military \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Honorable Discharge \_\_\_\_\_  
Rank at Discharge \_\_\_\_\_ Job Description \_\_\_\_\_

**EDUCATION**

College or Technical Training Name and Location	Dates Attended From To	Major	Degree Earned Certificate
1. _____	_____	_____	_____
Comments _____			
2. _____	_____	_____	_____
Comments _____			
3. _____	_____	_____	_____
Comments _____			
4. _____	_____	_____	_____

**WORK EXPERIENCE**

1. Name of Company \_\_\_\_\_ To \_\_\_\_\_ From \_\_\_\_\_

Full Address \_\_\_\_\_

Title: \_\_\_\_\_ Duties \_\_\_\_\_

2. Name of Company \_\_\_\_\_ To \_\_\_\_\_ From \_\_\_\_\_

Full Address \_\_\_\_\_

Title: \_\_\_\_\_ Duties \_\_\_\_\_

3. Name of Company \_\_\_\_\_ To \_\_\_\_\_ From \_\_\_\_\_

Full Address \_\_\_\_\_

Title: \_\_\_\_\_ Duties \_\_\_\_\_

4. Name of Company \_\_\_\_\_ To \_\_\_\_\_ From \_\_\_\_\_

Full Address \_\_\_\_\_

Title: \_\_\_\_\_ Duties \_\_\_\_\_

5. Name of Company \_\_\_\_\_ To \_\_\_\_\_ From \_\_\_\_\_

Full Address \_\_\_\_\_

Title: \_\_\_\_\_ Duties \_\_\_\_\_



**Schedule of Indebtedness**

Business Name: \_\_\_\_\_

	<u>PAYABLE TO</u>	<u>ORIGINAL AMOUNT</u>	<u>ORIGINAL DATE</u>	<u>PRESENT BALANCE</u>	<u>RATE OF INTEREST</u>	<u>MATURITY DATE</u>	<u>MONTHLY PAYMENT</u>	<u>SECURITY</u>	<u>CURRENT/ PAST DUE</u>
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### **COVID-19 Responses**

1. Are you currently, Fully Operational, Partially Operational or Non-Operational?
2. How much personal and business liquidity (readily available funds) do you have in order to continue the business operations while impacted?
3. How does volatility in the current economic landscape affect your business outlook in the upcoming year with respect to revenues/expenses?
4. If the economy is negatively impacted on a substantial scale due to the coronavirus, what changes would you make to the business to allow it to continue to operate?
5. Have your suppliers been materially impacted? If so, do you have other suppliers that can take over?
6. What other options are available to you to help support business cash flow and viability?