

SBA Loan Preliminary Needs List

Thank you for choosing ALB Commercial Capital (ALB) we appreciate the opportunity to assist in your financing needs. We strive to provide you with the best service available and to close your transaction on time. Please find our checklist below with items you will need to provide. Any forms needed can be found in the **FORMS** section of our website.

Borrower Information: – all principals with 25% or greater ownership

- Applicant's Credit Authorization to Release Information – complete and sign the ALB form.
- Copy of primary form of ID (Driver's license, passport, etc)
- Personal Financial Statement (PFS) and Schedule of Real Estate Owned (SREO) form – use the Excel form available for download.
- Three months current bank and investment statements (all pages) to verify liquidity/reserves.
- Three years Personal Federal Tax Returns including W-2's, if applicable.
- Current paystubs to cover a 30 day period
- Recent mortgage statements for all property owned
- Borrower/Management Resume

Business Information:

- Three years Business Federal Tax Returns – include all schedules, statements, and K-1 's.
- Current YTD Interim Financial Statement (Income Statement & Balance Sheet) - dated within 60 days.
- Business Debt Schedule, including business loans, equipment financing, and lines of credit associated with the operation of the business.
- Company By-Laws
- SS-4 EIN Letter
- Fictitious Name Filing
- Current Business License
- Business Plan - required in all startups and most change of ownership situations.
- Name and phone number for your insurance agent

Purchase Transaction:

- Copy of buyer and seller executed Purchase Contract, along with all offers and counter offers.
- Escrow and Title Contact Information

To process your loan efficiently and to obtain loan approval, we advise you to continue making your mortgage payments and pay bills on time. In addition, refrain from any major purchases that could affect your credit, such as a new vehicle etc., until the loan is completed.

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