

Union Capital Finance Corporation

2 Kings Court
Little Rock, AR 72211
(501) 224-9050 fax (501) 224-9048
www.unioncapitalfinance.net

SBA Loan Proposal Checklist

The SBA 7(a) guaranteed loan program can be your solution to long term financing for a variety of business purposes. In order to complete our analysis of your loan request and structure a financing package that meets your company's needs we will need to review certain information, as itemized below. Please note that all items must contain an original signature and date. For each box checked below, please provide the requested information.

SBA FORMS

- Union Capital Finance Corporation SBA application form, to be completed by each partner holding 20% or more Common Stock.
- Form 912 (page 12 of this app.) from each 20% or more partner
- Management Resume form for each 20% or more partner

BUSINESS FINANCIAL EXHIBITS

- Fiscal year end business financial statements for prior three (3) years
- Business federal tax returns for three prior years, to include all supporting schedules and statements (All tax returns must be signed and dated)
- Interim business financial statement (year-to-date)—within 30 days of application date
- Business Debt Schedule (form enclosed), as of the same date as the interim financial statement
- Aging of accounts receivable and accounts payable (corresponding to the date of the interim financial statements)
- Business plan (for new businesses)
- Month-to-month projections covering any interim period until year end plus two full fiscal years including the assumptions that the projections were based upon, and a pro forma business balance sheet on new businesses

PERSONAL FINANCIAL EXHIBITS

To be completed by each partner, holder of 20% or more Common Stock

- Personal Financial Statement (SBA form 413) for all owner(s) with 20% or more ownership interest
- Personal federal tax returns for three prior years, to include all supporting schedules and statements as of date of application (All tax returns must be signed and dated)
- Last 3 months bank, stock or IRA account statements from which your cash injection is coming
- SBA form 4506T
- Personal Federal Tax Returns
- Personal Cash flow Statement
- SBA Form 912

MISCELLANEOUS (as applicable)

- Copy of driver license for all 20% or more partners
- Executed or Certified Copy of Buy/Sell Agreement (if available)
- Copy of Franchise Agreement and Offering Circular (if available)
- Copy of current lease or proposed lease on facility to be occupied (if available)
- Copy of contract/bid for work to be done by Contractor, construction budget/plans and specifications (if available)
- Copy of Real Estate Purchase Agreement (if available)
- Legal entity documents
 - Sole Proprietorship** – Fictitious Name Statement or Assumes Name Certificate (if available)
 - Corporation** – Articles of Incorporation and Bylaws (if available)
 - Partnerships** (General or Limited) –Partnership Agreement (with all exhibits) (if available)
 - Limited Liability Company** –Articles of Organization Form (LLC-1) and Operating Agreement (if available)
 - Trust**- Trust Agreement with all exhibits and amendments (if available)
- Description of collateral
- Other
- \$1000 Application fee. Not refunded if applicant cancels after signing the pre-approval form or if the loan application is not approved after applicant signs the pre-approval form.
- Cover letter explaining and summarizing transaction.

If refund is requested prior to pre-approval and Union Capital Finance Corporation has spent any actual costs, all actual costs will be deducted including credit reports and credit card fees for deposits or application fee.

All rates subject to change until final loan approval confirmation.

Financing the purchase of an existing business? Also include the following:

Copy of executed purchase agreement or draft copy (break out amounts for assets, inventory, goodwill etc...)

Three years' business financial statements and tax returns and a recent interim financial statement on the business to be acquired, as well as an SBA form 4506 (all signed and dated by seller)

Does business being acquired have an SBA loan outstanding? Yes ___ No ___

Expanding a business you own? Also include the following:

Completed Business Debt Schedule (as of date of interim state provided)

Accounts Receivable & Accounts Payable aging (as of date of interim state provided)

Business financial statements and complete tax returns, last three years and interim (signed and dated)

Refinancing debt? Also include the following:

A copy of the loan documents on the debt to be refinanced and contact at lender

Three years business financial statements, balance sheets, interim P&L's, signed and dated SBA form 4506, and tax returns

Credit Questions

Do you have a good credit? Yes ___ No ___ (If No, write brief explanation and include in packet)

Do you have a location yet? Yes ___ No ___ If Yes, address: _____

If not, list tentative location: _____

Do you own any franchises now? If so, please attach a summary list.

Do you have a business loan application pending with another lender at this time?

If yes, with whom? _____

SBA QUESTION: SERVICES RENDERED IN CONNECTION WITH THIS APPLICATION

Has anyone helped you with this application? Yes ___ No ___ .

How much was paid? \$1000 Application Fee

To who was application fee paid?

Name: Union Capital Finance Corporation
Address: 2 Kings Court
City, State, Zip: Little Rock, AR 72211
Phone: 501-224-9050
Fax: 501-224-9048
Email address: jim@unioncapitalfinance.net

** Other closing costs include packaging fee, SBA guarantee fee, UCC filing fees, appraisals on collateral (if needed), title fees, documentation fee, credit reports, lender application fee, etc.

** I hereby certify to Lender that the above representation regarding fees paid in relation to this application is correct.

Signature _____ Date _____ .

Please be aware that Lender may also pay a referral fee to a broker or other referral source.