



Required Submitted

Document Tracking Worksheet

- 1. Complete SBA Form 1919
2. Loan Request Form and Business Questionnaire DUNS # Required
3. Photo Identification
4. Articles of Incorporation (Corp.)/Organization (LLC); Partnership Agreement; Fictitious Name (dba) Certificate; and supporting schedules/resolutions for any borrowing entity or corporate guarantor.
5. SBA Form 413 - Personal Financial Statement
6. Credit Authorization - signed by all parties providing a Personal Financial Statement
7. Management Resume
8. SBA Form 912
9. Request for Transcript of Tax Returns (IRS Form 4506T)
10. Federal Tax Returns - Principal/Owner/Guarantor
11. Federal Tax Returns - Business/Company/Real Estate Holding Company
12. Federal Tax Returns - Affiliates
13. Financial Statements - Last 3 years of fiscal year end statements
14. Interim Financial Statements
15. Debt Schedule
16. Current Accounts Receivable and Accounts Payable aging summary
17. Business Projections
18. Evidence of cash injection if equity required
19. Schedule of Collateral



44 BUSINESS CAPITAL

A Division of Berkshire Bank

Business Loans from Business People

Required
Submitted

20. Copy of any existing or proposed lease agreement(s)

21. Non US Citizen Status Documentation (G845)

If not a US Citizen, please attach Proof of Resident Alien Status and Acknowledgment Letter and a photocopy of **both sides** of the Alien Registration card.

Is any portion of the loan request to be used for the acquisition of an existing business?

22. Request for Transcript of Tax Returns (signed by SELLER)

(IRS Form 4506T) Along with Corporate Federal Tax Returns (**ALL SCHEDULES**) from the last 3 years of the business being purchased

23. Financial Statements

Last 3 years of fiscal year end financial statements for the business being purchased (if available)

24. Debt Schedule for business to be acquired

25. Interim Financial Statements

Current Profit and Loss and Balance Sheet within 45 days of application for the business being purchased

26. Current Accounts Receivable and Accounts Payable aging summary

Dated the same as the interim Profit and Loss and Balance Sheet

27. Purchase Agreement or Letter of Intent

We will require a **SIGNED** purchase agreement or letter of intent for the business being acquired. Underwriting of the transaction cannot commence without this item

28. Value of Assets

The Purchase Agreement/Letter of Intent should include a breakdown of the purchase price with an allocation as to the assets being purchased (real estate, equipment, inventory, accounts receivable and any other assets)

29. Projections

Two years of financial projections including all assumptions and basis for your projections. (Form provided if needed.)

Is any portion of the loan request to be used to purchase equipment?

30. Invoices/Quotes

We will require bids or other cost estimates for equipment being acquired

Is any portion of the loan request to be used to establish a franchise location?

31. SBA Franchise Addendum

Please provide a copy of the signed SBA Franchise Addendum. This document is available on our website on the "Apply Now" page.

32. Agreements

Please provide the franchise agreement and/or the approval letter from the franchisor for your project

Is this request for Start-up business or significant expansion of an existing business?

33. Business Plan

Please provide a detailed business plan with two year projections on a month by month basis as well as a summary of year to date totals. Please explain all assumptions substantiating the projections.

34. Project Costs

Please provide a breakdown of all costs associated with the start-up or expansion of the business including working capital needs. **Please remember that all cash/equity injection from the borrower must be verified. If it is borrowed, it must be disclosed so the transaction can be properly underwritten.**

Is any portion of the loan request to be used to refinance debt?

35. Payment Transcripts

Please provide a 24 month payment history on the debt we will be refinancing.

36. Copies of Notes

Please provide copies of any notes we will be refinancing.

Is any portion of the loan request to be used for the purchase or refinance of real estate debt?

37. Purchase Agreement

Copy of executed purchase agreement for the subject real estate

38. Information on Subject Real Estate

Copy of any previous third party reports (environmental, appraisal, survey) on the property.
Environmental Questionnaire



Loan Application Instructions

Please provide complete and accurate information within the loan application. How quickly and efficiently your loan request is underwritten and funded is directly related to the submission of a complete and accurate application.

- A. Review basic questions.
- B. Use Worksheets to keep track of your loan process.
- C. Gather documentation and all required information.
- D. Complete Loan Application.

Some basic questions you should ask yourself prior to submitting the application are:

1. Did you provide a *joint* personal financial statement (PFS) signed by you and your spouse?
2. Did you include any home equity loans or lines of credit on your PFS even if they have a \$0 balance?
3. If you are providing equity/cash into the overall project/financing request, did you provide us with evidence (bank statements, investment account statements) of where it is coming from?
4. If any of the proposed collateral is commercial real estate, did you complete our environmental questionnaire, provide an old Phase One or other environmental engineer report? If available, did you provide an old appraisal of the real estate?
5. If you are buying commercial real estate or an existing business, did you include the executed purchase agreement or letter of intent?
6. Along with your projections, did you provide your assumptions (i.e. the "How and Why?") substantiating the projections?
7. Is there shareholder debt? If so, please provide the dates, terms and copies of the notes.



Loan Request Form

Company Name, DUNS #, DUNS # Lookup, Phone, Fax, E-mail Address, Address, City, State, Zip, Type of Business, Date Established, Type of Entity, Do you have accounts receivable?, Do you have working capital line of credit?

Ownership – Operating Company

List below all officers, directors, partners, owners, co-owners, and stockholders.

Table with 3 columns: Name, Title, Percentage of Ownership. Includes a 100% total row.

Ownership – Real Estate Holding Company

Table with 3 columns: Name, Title, Percentage of Ownership. Includes a 100% total row.

*NOTE: Percent total for individuals listed in the above table must total 100%. If additional space is required to list all individuals, this information can be submitted as an attachment to the application.

Affiliates

List below all business concerns in which the applicant Company or any of the individuals listed in the ownership section have any ownership. Use additional sheets if necessary.

Table with 3 columns: Company Name, Owner (applicant, company, or individual), Percentage of Ownership.



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Business Loans from Business People

Estimated Project Costs

| | Your Money | Other Sources | Our Loan | Total Funds |
|--|-----------------|-----------------|-----------------|-----------------|
| Land acquisition | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Land and building acquisition | _____ | _____ | _____ | _____ |
| Acquisition of machinery/equipment | _____ | _____ | _____ | _____ |
| Inventory purchase | _____ | _____ | _____ | _____ |
| Working capital (including accounts payable) | _____ | _____ | _____ | _____ |
| Acquisition of existing business | _____ | _____ | _____ | _____ |
| Payoff bank loan | _____ | _____ | _____ | _____ |
| Other debt | _____ | _____ | _____ | _____ |
| Closing costs for 44 loan (if applicable) | _____ | _____ | _____ | _____ |
| Other _____ | _____ | _____ | _____ | _____ |
| Total Amount | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Loan amount requested | \$ _____ | | | |

| Collateral provided for loan: | Property A | Property B |
|--------------------------------------|-------------------|-------------------|
| Commercial Property | | |
| Residential Property | | |
| Other | | |
| Other | | |

I certify that all of the above information is true and correct to the best of my knowledge and belief. I hereby authorize the release to 44 Business Capital of all credit history and information required for the purpose of processing and evaluation the applicant's credit transaction. The undersigned also permits 44 Business Capital to release the applicants' credit information and otherwise exchange information regarding applicant's credit transaction to various business professionals involved in the transaction, including but not limited to, commercial real estate brokers, real estate agents, accountants, attorneys, the U.S. Small Business Administration, and third party financial institutions.

Signature _____ Date _____

Title _____



Business Questionnaire

Business History – Summarize the history of the business:

Goals and Objectives – Please describe the service(s) or product(s) the business provides and the role the company serves in the industry:

Target Market – Describe your customers and how your products or services fill this need?

Sales and Marketing – Describe how you plan to reach your target market? (Describe your advertising plan and sales activities, etc.)



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How will this loan assist your company? Describe why you need the loan and your intent with the funding.

Discuss your industry's current structure, economic factors and trends

Seasonal Factors – Do you plan to have increasing volume month over month or will there be peaks and valleys based on the season? Explain....

Products/Services – Provide additional information about key products or services and how they are different from one another. Also provide a percentage of revenue mix.



Key Customers and Key Vendors – List customers/vendors that make up a significant portion of your revenue (i.e. greater than 20%).

| Customers | Vendors |
|-----------|---------|
| | |

Major Competitors, e.g., who are your competitors? What are their strengths and weaknesses compared to yours?

Describe your company’s competitive advantage, e.g., how is your company different from your competitors and how is it better equipped to gain market share?

Website of the business _____

Applicant’s Signature _____

Date: _____

Name and Title: _____



Authorization(s) in connection with Application of Credit

The undersigned certifies that all statements in this application and each document required to be submitted in connection herewith, including Federal Income Tax Returns are true, correct and complete. The undersigned authorizes 44 Business Capital to rely on such statements, make such inquiries and gather such information as it deems necessary to verify any information provided to 44 Business Capital on this application or any such required document, including inquiries to the IRS, business credit reporting and credit bureau agencies, and further authorizes 44 Business Capital, its holding company and affiliates to exchange this application, the information contained in or submitted with this application and all banking relationship information with each other and with business credit reporting or credit bureau agencies and creditors of the undersigned. The undersigned further agrees to notify 44 Business Capital promptly of any material change in such information.

Commercial use: The undersigned certifies that any property and or proceeds from the proposed loan request will be used by the applicant for business or commercial purposes only and not for any personal, family or household purpose, and that the proposed request would constitute a business or commercial loan, which is exempted from the disclosure requirements of (Regulation 2) Truth in Lending of the Board of Governors of the Federal Reserve System. The applicant agrees to indemnify and hold harmless from any and all claims, loss of damage resulting or caused by this request, being subject to any provisions of the Federal Consumers Credit Protection Act (Truth in Lending Act) and Regulation 2 of the Board of Governors of the Federal Reserve System. The undersigned certifies that he/she has full authority to act on behalf of applicant in connection with the above referenced credit request.

Your signature below acts not only under your authority and capacity within the entity you represent in making this business credit application; but also is an effective waiver and consent to 44 Business Capital to verify any information it deems necessary on you as an individual to include, but not limited to, your individual credit bureau information.

Signatures

1. Name _____
Address: _____
Date of Birth: _____ Social Security Number: _____
Signature: _____

2. Name _____
Address: _____
Date of Birth: _____ Social Security Number: _____
Signature: _____

3. Name _____
Address: _____
Date of Birth: _____ Social Security Number: _____
Signature: _____

4. Name _____
Address: _____
Date of Birth: _____ Social Security Number: _____
Signature: _____



Management Resume

Please fill in all spaces. If an item is not applicable, please indicate. You may include additional relevant information on a separate exhibit.

Personal Information

Form with fields for Name, Date of Birth, Home Phone, Present Address, Previous Address, Spouse's Name, and U.S. Citizen status.

Education

Table with 4 columns: College/Technical Training, Dates Attended, Major, Degree/Certificate.

Work Experience

List chronologically beginning with present employment

Form with 3 numbered sections for Work Experience, each with fields for Company Name/Location, From, To, Title, and Duties.

Signature and Title fields

Business Debt Schedule

Company Name _____

Date: _____

*This schedule should list loans, contracts and notes payable, **not** accounts payable or accrued liabilities. It should correspond to your interim balance sheet. If no debt, fill out the top portion and write "NONE" in the section below and sign it at the bottom.*

| Creditor Name & Address | Original Date | Original Amount | Present Balance | Interest Rate | Monthly Payment | Maturity Date | Balloon Y/N | Collateral/Security | Current Status? (Current or Past Due) | Refi? Y/N |
|-------------------------|---------------|-----------------|-----------------|---------------|-----------------|---------------|-------------|---------------------|---------------------------------------|-----------|
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| Totals: | | | \$0 | | \$0 | | | | | |

Applicant Signature _____ Date _____
 Name and Title _____



Source of Capital Injection

Company Name _____

| Source of Funds: How was the injection obtained – and by whom? | Amount | Further Detail on Source of Funds |
|--|--------|-----------------------------------|
| 1. Savings amassed over _____ years from personal income | \$ | |
| 2. Sale of Investments* | \$ | |
| 3. Obtained by additional mortgage on personal residence* | \$ | |
| 4. Sale of assets* | \$ | |
| 5. Business assets (already obtained) being transferred to business* | \$ | |
| 6. Gift/Loan from family member** | \$ | |
| 7. Gift/Loan (from other source)** | \$ | |
| 8. Inheritance** | \$ | |
| 9. Other | \$ | |

* Verification of sale or transfer of assets are subject to documented verification by 44 Business Capital, including copies of closing statements, notes, canceled checks, asset appraisals or other items as deemed necessary.

** All loaned, gifted or inherited funds are subject to acknowledgment by lender/donor/estate and verification by 44 Business Capital, at its sole discretion.

If any of the above has already taken place, resulting in cash on hand, please also provide the following information.

Name on Account: _____

Bank Name: _____

Account Number: _____

Signature _____

Title _____

Date _____