



Lender's Application for Loan Guaranty
For all 7(a) Loan Programs

OMB Control No.: 3245-0348
Expiration Date: 09/30/2023

The purpose of this form is to collect identifying information about the Lender, the Small Business Applicant ("Applicant"), the loan guaranty request, sources and uses of funds, the proposed structure and compliance with SBA Loan Program Requirements, as defined in 13 CFR § 120.10.

The Lender is responsible for complying with current SBA Loan Program Requirements. If there is any conflict between SBA Form 1920 and any SBA Loan Program Requirement as a result of policy and/or procedural changes that occur before the expiration of this form, the SBA Loan Program Requirement supersedes the content of the form.

Instructions for Lenders

- Select the Loan Processing Option (Delegated or Non-Delegated): For all loans (both Delegated and Non-Delegated): this form is to be completed in its entirety, signed, dated, and retained in loan file.
Select the Loan Delivery Method: 7(a) Lenders must comply with the loan program specific requirements for the chosen delivery method set forth in the current version of SOP 50 10.
Lender must complete Sections: A, B, C, D, E, G, H, I, J, K, L M, U for all loans, and the applicable additional sections depending on the chosen delivery method and project.
Data requested in this form must be obtained prior to electronic submission to SBA.

A. Loan Processing Options:
Processing Method (Select One): [ ] Non-Delegated Processing [ ] Delegated Processing
Loan Delivery Method: (complete the sections that apply to the box checked)
[ ] 7(a) Small Loan of \$350,000 or less that meets or exceeds the minimum FICO® SBSSSM credit score
[ ] 7(a) Loans over \$350,000 or 7(a) Small Loan \$350,000 or less that does not meet the minimum FICO® SBSSSM credit score
[ ] SBA Express (Delegated Processing Only): [ ] Revolving with Term-Out [ ] Term Loan
[ ] Export Express (Delegated Processing Only): [ ] Revolving [ ] Term Loan
[ ] International Trade Loan: [ ] Permanent Working Capital [ ] Fixed Assets
[ ] Export Working Capital Program (EWCP) Loan: [ ] Revolving [ ] Not Revolving
[ ] Asset Based [ ] Transaction Based [ ] Standby L/C [ ] Renewal/Reissuance
[ ] CAPLine (Revolving Lines of Credit): [ ] Working Capital [ ] Builder's [ ] Seasonal [ ] Contract
[ ] Community Advantage (CA) Pilot Program (\$250,000 or less)
[ ] Other (Explain):

B. Lender Information
Lender Name: \_\_\_\_\_ Lender Location ID: \_\_\_\_\_
Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_
Lender Contact: \_\_\_\_\_ Ph: \_\_\_\_\_ Ext: \_\_\_\_\_ Cell: \_\_\_\_\_
Contact Email: \_\_\_\_\_ Title: \_\_\_\_\_
Alternate Contact Information ( [ ] Check to authorize the following contact for loan processing information)
Name (if other than Lender): \_\_\_\_\_ Contact Type: [ ] Lender Employee [ ] Lender Service Provider (LSP)
Contact: \_\_\_\_\_ Ph: \_\_\_\_\_ Ext: \_\_\_\_\_ Cell: \_\_\_\_\_
Contact Email: \_\_\_\_\_ Title: \_\_\_\_\_

C. Part One: Small Business Applicant Information: Complete this section and Part Two if the eligible Small Business Applicant is organized as an Eligible Passive Company (EPC, as defined in 13 CFR § 120.10) for this project. Part Two must be completed for the Operating Company.
• The Lender certifies that the EPC complies with all program requirements related to EPC/OC loans set forth in 13 CFR § 120.111 and SOP 50 10 on Special Transaction Structures.
[ ] Yes [ ] No (If 'No,' the applicant is not eligible")
• If the Small Business Applicant is owned 20% or more by a 401(K) or ESOP, the loan cannot be structured as an EPC/OC.
EPC Legal Name \_\_\_\_\_ Date Established: \_\_\_\_\_
Legal Structure: [ ] Sole Prop [ ] Partnership [ ] Corp [ ] LLC [ ] Other \_\_\_\_\_ Business Tax ID: \_\_\_\_\_
Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Contact:	Contact Phone:	Email:	
Mailing Address (if different):	City:	State:	Zip Code:
Operating Company is <input type="checkbox"/> Guarantor or <input type="checkbox"/> Co-Applicant			
<i>(When the use of proceeds includes working capital the EPC and OC must be Co-Applicants.)</i>			
<i>Use a separate sheet if more than two Applicants.</i>			

**C. Part Two: Small Business Applicant Information**

<b>Operating Company</b>	<input type="checkbox"/> Startup Business (Not opened yet) <input type="checkbox"/> New Business (2 years or less) <input type="checkbox"/> Existing Business (more than 2 years old)		
	Date Business Established:	Date Current Ownership Established:	NAICS Code (6 digit)
	Legal Structure: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corp <input type="checkbox"/> LLC <input type="checkbox"/> Other		Business Tax ID:
	Legal Business Name:		DBA if applicable:
	Physical Address:	City:	State:    Zip Code:
	Primary Contact:		Contact Phone:
	Mailing Address (if different):	City:	State:    Zip Code:
	# of employees prior to this loan:	# of jobs created because of this loan:	# of retained because of this loan:

**D. Structure Information**

Amount of Loan Request: \$	Guaranty %: %	Loan Term in # of months (including interest-only period) mos.	Interest-only Period: (if applicable) mos.			
<b>Payment Frequency:</b> <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other (explain in Credit Memo)			Initial Payment \$			
<b>Rate Structure</b> (rates may have one rate for the full loan amount or separate rate structures for the guaranteed and unguaranteed portions)						
Period	Rate Type	Which Part of Loan	Base Rate	Base Rate	Spread %	Full Rate
1	<input type="checkbox"/> Variable <input type="checkbox"/> Fixed	<input type="checkbox"/> Full <input type="checkbox"/> Guaranteed <input type="checkbox"/> Un-Guaranteed	<input type="checkbox"/> Prime <input type="checkbox"/> SBA Peg Rate <input type="checkbox"/> Fixed Rate <input type="checkbox"/> Other (explain in Credit Memo)			
2	<input type="checkbox"/> Variable <input type="checkbox"/> Fixed	<input type="checkbox"/> Full <input type="checkbox"/> Guaranteed <input type="checkbox"/> Un-Guaranteed	<input type="checkbox"/> Prime <input type="checkbox"/> SBA Peg Rate <input type="checkbox"/> Fixed Rate <input type="checkbox"/> Other (explain in Credit Memo)			
Frequency that Rate will Adjust: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Calendar Quarter <input type="checkbox"/> Annually <input type="checkbox"/> Other (explain in Credit Memo)						
When will first rate adjustment occur: (see SOP 50 10 "SBA requirements for SBA Note")						

**E. Complete Project Information (\$ in thousands & must be supported in credit memo)**

If more than \$10,000 of the loan proceeds are used for construction/renovation an SBA Form 601 must be completed.

Use of Proceeds (Sources and Uses)	SBA 7(a) Loan	Other Financing	Applicant Equity Injection	Total for Line
Land Acquisition ( <input type="checkbox"/> with or <input type="checkbox"/> without improvements )	\$	\$	\$	\$
<input type="checkbox"/> New Construction <input type="checkbox"/> Expansion <input type="checkbox"/> Renovations	\$	\$	\$	\$
Leasehold Improvements to a property: <input type="checkbox"/> owned by Applicant or <input type="checkbox"/> owned by others	\$	\$	\$	\$
Machinery & Equipment	\$	\$	\$	\$
Furniture & Fixtures	\$	\$	\$	\$
Inventory Purchase	\$	\$	\$	\$
Working Capital	\$	\$	\$	\$
Export Working Capital (EWCP or Export Express)	\$	\$	\$	\$
Support Standby Letter of Credit (EWCP or Export Express)	\$	\$	\$	\$
Refinance Existing EWCP loan or Export Line of Credit (EWCP)	\$	\$	\$	\$

Business Acquisition (Change of Ownership) ( <input type="checkbox"/> Asset or <input type="checkbox"/> Stock)	\$	\$	\$	\$
Pay off SBA Loan ( <input type="checkbox"/> SID / <input type="checkbox"/> Other Lender / <input type="checkbox"/> Both)	\$	\$	\$	\$
Pay Notes Payable ( <input type="checkbox"/> SID / <input type="checkbox"/> Other Lender / <input type="checkbox"/> Both)	\$	\$	\$	\$
Pay Accounts Payable	\$	\$	\$	\$
SBA Guarantee Fee	\$	\$	\$	\$
Other (explain):	\$	\$	\$	\$
<b>Total (sum of last column should match sum of first 3 across):</b>	\$	\$	\$	\$
Is any portion of the Applicant's equity injection funded by a Rollover as Business Start-Up "ROBS"?				<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If "Yes" the Applicant and the 401(k) plan must be in compliance with all applicable IRS, Treasury, and Department of Labor requirements.</i>				

<b>F. Employee Stock Ownership Plan ("ESOP")</b> - <input type="checkbox"/> N/A Complete if the Small Business Applicant is a Qualified Employee Trust or equivalent trust. ( <a href="#">13 CFR §§ 120.351- 354</a> ) All questions below must be answered "Yes" to be eligible.)				
<ul style="list-style-type: none"> <li>The Qualified Employee Trust (or equivalent trust) meets the requirements and conditions for an ESOP prescribed in all applicable IRS, Treasury and Department of Labor regulations AND the small business will provide the funds needed by the trust to repay the loan and will provide adequate collateral.</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<ul style="list-style-type: none"> <li>Loan will help finance the growth of the Qualified Employee Trust's employer's small business or will purchase ownership or voting control of the employer.</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<ul style="list-style-type: none"> <li>Loan proceeds will be used either (a) by the Qualified Employee Trust to purchase: 1) qualified employer securities; or 2) a controlling interest (51% or more) in the employer (ownership and control will vest in the trust by the time the loan is repaid), or (b) by the employer small business concern for the sole purpose of making a loan to the Qualified Employee Trust that results in the Qualified Employees Trust owning a controlling interest (51% or more) of the small business concern.</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

<b>G. General Eligibility</b> (If either of the statements below are answered "No," the request is not eligible for an SBA guaranty.)				
<ul style="list-style-type: none"> <li>Small Business Applicant is (1) an operating business (except for loans to Eligible Passive Companies under <a href="#">13 CFR § 120.111</a>), (2) organized for profit, (3) located in the United States and its territories or possessions, (4) small (as defined by <a href="#">13 CFR Part 121</a>), and (5) able to demonstrate a need for the desired credit.</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<ul style="list-style-type: none"> <li>The Small Business Applicant's products and/or services are available to the public.</li> </ul> <p><b>AND</b></p> <ul style="list-style-type: none"> <li>Lender has reviewed the small business applicant and has determined it is an eligible business (including, but not limited to whether the business is an ineligible type of business under <a href="#">13 CFR § 120.110</a>).</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

<b>H. Credit Not Reasonably Available Elsewhere</b> (If the statements below are answered "No," the request is not eligible for an SBA guaranty)				
<ul style="list-style-type: none"> <li>Lender has assessed the Small Business Applicant's access to credit outside of this SBA-guaranteed loan, and determined that such credit is not available elsewhere on reasonable commercial terms from non-Federal non-State, and non-local government sources <b>AND</b></li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<ul style="list-style-type: none"> <li>Lender's Credit Memo includes the credit elsewhere analysis and specifically identifies the factors in the present financing that meet credit elsewhere, including an analysis of the personal liquidity of the principal(s), and the loan file contains supporting documentation for the Lender's determination.</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

<b>I. Required Guarantors</b>				
The Lender has verified that all owners with an interest of 20% or more in the Small Business Applicant will guarantee the loan, including each 20% or more owner of the EPC and each 20% or more owner of the OC in an EPC/OC structure. The 20% threshold includes a spouse when the combined ownership of both spouses is 20% or more. <i>Only ESOPs and/or eligible 401(k) Plans are excluded from this requirement.</i>				<input type="checkbox"/> Yes <input type="checkbox"/> No

**J. Character Determination (For those individuals who are required to execute Section II of SBA Form 1919)** For any individual answering affirmatively to the question of conviction(s) Lender must retain in its loan file the original Character Determination Package, including all required supporting information and court documentation.

<ul style="list-style-type: none"> <li>Lender has verified that no individual completing SBA Form 1919 is subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought. <i>(If the answer to the statement is No, the loan is not eligible.)</i></li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Lender has verified that no individual is currently on parole or probation. <i>(If currently on parole or probation, deferred prosecution, conditional discharge, order of protection, or who is on a sex offender registry, the loan is not eligible.)</i></li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Lender has confirmed that all disclosed crimes were misdemeanors, fully dispositioned by the court more than 6 months ago and there were no convictions for crimes against a minor. <i>(If no, submission to SBA of the Character Determination Package is not required.)</i></li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Lender has confirmed that disclosed crime(s) included felony(ies) convictions or crimes against a minor; or was a case that was dispositioned by the court within the last 6 months. Lender must have submitted all required documents electronically to SBA at <a href="mailto:OCA912@SBA.gov">OCA912@SBA.gov</a> and received an SBA clearance letter. <i>(If the answer is "No," the loan is not eligible.)</i></li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**K. Citizenship** - The business must be at least 51% owned and controlled by U.S. citizens and/or those who have LPR status from USCIS to be eligible for SBA Guaranty

<ul style="list-style-type: none"> <li>U. S. Citizen</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
OR		
<ul style="list-style-type: none"> <li>Lawful Permanent Resident (LPR) status verified with the USCIS (applies to any owner with 20% or more ownership interest)</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**L. Prior Loss to Government/Delinquent Federal Debt** *(If "Yes," loan is not eligible, unless waived by SBA for good cause.)* [13 CFR § 120.110\(q\)](#) and [31 CFR § 285.13\(g\)](#)

<ul style="list-style-type: none"> <li>Applicant previously defaulted on a Federal loan or federally assisted financing that resulted in the Federal government, or any of its departments or agencies, sustaining a loss (a compromise agreement under which the Federal agency/department accepted less than the full amount owed is also considered a loss).</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Another business owned, operated, and/or controlled by the Applicant or any Associate of the Applicant previously defaulted on a Federal loan (or guaranteed a loan which was defaulted) and caused the Federal government, or any of its agencies or departments to sustain a loss in any of its programs (a compromise agreement under which the Federal agency/department accepted less than the full amount owed is also considered a loss).</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none"> <li>The Applicant or any of the guarantors is currently delinquent on a nontax debt to the Federal Government (a Federal debt that is the subject of, or has been discharged in, a bankruptcy proceeding, or has been released or compromised by the Federal agency/department is not considered delinquent).</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**M. Size Analysis**

If the Applicant is an existing business that is applying for an SBA loan to acquire another business, the two businesses are combined to determine whether or not the Small Business Applicant is small. If an application is for an EPC/OC, refer to the size determinations under the EPC rule in the current SOP 50 10. If the Small Business Applicant has Affiliates, please provide a list, including Affiliate name and tax ID #, and discuss possible bases of affiliation. If affiliation exists, complete a Size Analysis for each Affiliate.

Use this size standard <input type="checkbox"/>	
Primary Industry	
NAICS Code	
Average annual receipts over the last three completed fiscal years per Federal Tax Returns (exclude affiliates) <a href="#">13 CFR § 121.104</a>	\$
SBA Size Standard based on NAICS (The size standards are found in <a href="#">13 CFR § 121.201</a> )	
Number of Employees	
OR	
Use the Alternative size standard <input type="checkbox"/>	
Tangible Net Worth is (not in excess of \$15 million) and	\$
Average net income after Federal Income Taxes (excluding any carry over losses) for preceding 2 completed fiscal years is not in excess of \$5.0 million. <i>(The alternative size standard is found at <a href="#">§3(a) of the Small Business Act.</a>)</i>	\$

The combined size calculation of Applicant and its Affiliates meets the size standard for the Applicant's primary industry or the size standard for the primary industry of the Applicant and its Affiliates, whichever is higher ( <a href="#">13 CFR § 121.104</a> );	<input type="checkbox"/> Yes	<input type="checkbox"/> No
OR		
The combined size calculation of Applicant and its Affiliates meets the alternative size standard.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If size standard is exceeded by no more than 25%, Applicant agrees to use the loan proceeds within a labor surplus area.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>N. Occupancy and Leasing Requirements <a href="#">13 CFR § 120.131</a></b> (If any of the statements below cannot be answered "Yes," then the loan is not eligible.) <input type="checkbox"/> N/A		
<input type="checkbox"/> <b>Construction of a new building or refinancing of a short-term construction loan.</b>		
If checked, answer the following:		
• Applicant (or Operating Company(ies)) will permanently occupy at least 60% of the Rentable Property for the term of the loan; lease long term no more than 20% of the Rentable Property to one or more tenants; plans to occupy within 3 years and all of it no later than 10 years.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Loan proceeds will be used to renovate or improve the Rentable Property for the Applicant (or Operating Company(ies)) only.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
OR		
<input type="checkbox"/> <b>Acquisition, renovation, reconstruction of an existing building.</b>		
If checked, answer the following:		
• Applicant (or Operating Company(ies)) will occupy at least 51% of the Rentable Property.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Loan proceeds will not be used to remodel or convert any rental space in the property.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>O. Business Acquisition / Change of Ownership <a href="#">13 CFR § 120.202</a>.</b> Complete this section for all changes of ownership (including between existing owners) <input type="checkbox"/> N/A			
If part of the Use of Proceeds will be used to fund or refinance a change in ownership:			
• The change will promote the sound development or preserve the existence of the Applicant business. (If "No," the loan is not eligible.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• The change is between existing owners of the small business and will result in 100% ownership by the remaining owner(s) or is the purchase of 100% of a business resulting in a new owner and meets the requirements set forth in the SOP 50 10. (If "No," the loan is not eligible.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• The loan proceeds will not pay off an SBA-guaranteed loan of the seller with the same Lender. (If "No," application may not be processed under delegated authority.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• The portion of the loan proceeds allocated to the change of ownership will not exceed the value of the business as stated in the required business valuation. (If "No," the loan is not eligible.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• If the loan is an International Trade loan or Export Express loan, the Lender has followed the requirements of SOP 50 10 for changes of ownership financed by those types of loans. (If "No," the loan is not eligible.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Will a business broker receive a commission from the sale of the business paid by the Applicant? (If Yes, complete below)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of Business Broker Firm		Representative	
Broker Address		Commission	\$

<b>P. Type of Business Valuation</b> - (use worksheet to determine what type of business valuation is required)			
Total Purchase Price to be paid to seller per purchase contract:		\$	
Less down payment paid to Seller:		-\$	
Source & Type of Injection:		Less buyer injection:	-\$
Total Amount being Financed (including 7(a), 504, Seller or Other financing) (A):		\$	
Appraised Value of Commercial Real Estate being financed in purchase of and/or with the business (B):		-\$	
Appraised Value of equipment being financed in the purchase of the business (C):		-\$	
Value of intangible assets to be Financed (A) – (B) – (C) = (D):		\$	
If the value of (D) above is \$250,000 or less <b>AND</b> there is not a close relationship between Buyer & Seller, you have obtained an internally prepared business valuation that supports the value being paid for the business?			<input type="checkbox"/> Included
<b>OR</b>			

If the value of (D) above is over \$250,000 **OR** there is a close relationship between Buyer & Seller (as described in SOP 50 10), you have obtained an independent business valuation from a qualified source that supports the value being paid for the business? (For loans processed under Lender's delegated authority, the independent business valuation has been or will be obtained prior to closing/disbursement.)

Included

**Q. Debt Refinancing - for each debt being refinanced.** The Lender must address in the credit memo that the eligible debt refinance and processing method is compliant with **13 CFR § 120** and SOP 50 10  N/A

Include a COMPLETE BUSINESS DEBT SCHEDULE that matches the most current interim business financial statement.

Included

Obtain copy of all supporting documentation for each debt to be refinanced (e.g., note, security agreement, lease). For credit card debt provide a copy of the most recent credit card statement evidencing the name the debt is in and the current balance. (Lenders must follow the procedures as outlined in the current SOP 50 10 for documenting their files completely for any debt being refinanced.)

Included for each debt being refinanced

**R. Franchise/License/Jobber/Membership or Similar Agreement**  N/A

• Does the Applicant operate under a Franchise/License/Jobber/Membership or similar Agreement? (If "Yes," answer the following questions.)

Yes  No

Tradename under the Agreement:

Franchise Identifier Code (if applicable):

For non-delegated loans, if the Applicant's brand is not on the SBA Franchise Directory, Lender has determined that the brand does not meet the FTC definition of a franchise but is eligible for SBA financial assistance. Lender has explained its determination in its Credit Memo and will submit a copy of the agreement and any other document the franchisor requires the franchisee to execute with their loan documentation to the LGPC.

For non-delegated loans, if the Applicant's brand is not on the SBA Franchise Directory, Lender has determined that the brand does not meet the FTC definition of a franchise but is eligible for SBA financial assistance. Lender has explained its determination in its Credit Memo and will submit a copy of the agreement and any other document the franchisor requires the franchisee to execute with their loan documentation to the LGPC.

**S. CAPLine - If the loan is a CAPLine, please complete the following. Applicant must meet SBA Loan Program Requirements in SOP 50 10. If either of the questions below are answered "No," the request is not eligible for an SBA guaranty.**  N/A

Seasonal

Applicant has been in operation for at least 12 calendar months and is able to demonstrate a definite pattern of seasonal activity.

Yes  No

Builders

Applicant is a construction contractor or homebuilder under NAICS codes 236220, 236115, 236116, or 236118 with a demonstrated managerial and technical ability in profitable construction or renovation, will either perform the construction/renovation work or manage the job with at least one supervisory employee on the job site during the entire construction phase, will conduct prompt and significant renovations, as defined in SOP 50 10, and has demonstrated a successful performance record in bidding and completing construction/renovation at a profit within the estimated construction period, is able to demonstrate prior prompt payments to suppliers and subcontractors, and the prior successful performance have been of comparable type and size to the proposed project.

Yes  No

Contract

Applicant is able to demonstrate an ability to operate profitably based upon the prior completion of similar contracts, possesses the overall ability to bid, accurately project costs, perform the specific type of work required by the contract(s), and has the financial capacity and technical expertise to complete the contract on time and at a profit.

Yes  No

Working Capital

Applicant generates accounts receivable (not notes receivable) and/or has inventory.

Yes  No

**T.  Export Loan Programs** If the question below is answered "No," the loan is not eligible for an SBA Guaranty.  N/A

• Is the Applicant an exporter (direct or indirect) or will it become one as a result of this loan?  
• Projected export sales supported by this loan:

Yes  No

\$

**International Trade Loan (ITL)** (If any question below is answered "No," loan is not eligible for ITL.)  N/A

• The loan proceeds will be used solely for the purpose of 1) financing the acquisition, construction, renovation, modernization, improvement, or expansion of productive facilities or equipment to be used in the United States in the production of goods and services involved in international trade, and to develop and penetrate foreign markets; 2) the refinancing of existing indebtedness that is not structured with reasonable terms and conditions, including any debt that qualifies for refinancing under the Debt Refinance section above; or 3) working capital (of up to \$4,000,000 guaranteed amount) when IT loan is for working capital.

Yes  No

• The small business concern has demonstrated either 1) the loan proceeds will be used to expand existing export markets or develop new export markets; or 2) it is confronting increased competition with foreign firms in the relevant market and is injured by such competition.

Yes  No

<ul style="list-style-type: none"> <li>The small business concern has demonstrated that the loan will allow it to improve its competitive position.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Lender will 1) take a first lien on the fixed assets financed (or re-financed) with this loan or on other assets of the small business concern; or 2) take a second lien on the fixed assets financed (or re-financed) with this loan or on other assets of the small business concern and Lender has determined that the second lien provides adequate assurance of the payment of the loan and the Lender will submit the application for non-delegated processing.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Collateral is located in the United States, its territories, and possessions.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Lender has reviewed the Ex-Im Bank Country Limitation Schedule (CLS) to verify that the U.S. Government has not restricted trade with any foreign country that the applicant does business with (<i>i.e., no country is identified on the CLS by Note #7</i>).</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>If the loan is for a change of ownership, the Lender has followed the requirements of SOP 50 10 for changes of ownership financed by IT loans.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> <b>Export Express</b> ( <i>If any question below is answered "No," loan is not eligible.</i> )	
<ul style="list-style-type: none"> <li>The Applicant business has been operating, although not necessarily in exporting, for at least 12 full months. If less than 12 months, the Applicant's key personnel have clearly demonstrated export expertise and substantial previous successful business experience, AND the Lender processes the Export Express loan using conventional commercial loan underwriting procedures and does not rely solely on credit scoring or credit matrices to approve the loan. For non-bank Lenders that do not have a conventional loan portfolio, a written approval from the Office of Credit Risk Management for their underwriting procedures has been obtained prior to making the Export Express loan.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Loan proceeds will be used for an export development activity as defined in the SOP 50 10.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>If proceeds are being used to finance indirect exports, the Applicant has provided documentation to Lender from the Applicant's domestic customer (typically in the form of a letter, invoice, order or contract) that the goods or services are in fact being exported.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Proceeds will not be used to finance operations outside of the United States, except for the marketing and/or distribution of products/services exported from the United States.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>If proceeds are being used to finance specific export transactions (including indirect exports), Lender has determined that U.S. companies are authorized to conduct business with the proposed country(ies) to which the goods or services will be shipped and has reviewed the Ex-Im Bank Country Limitation Schedule (CLS) to verify that the U.S. Government has not restricted trade with any foreign country that the applicant does business with (<i>i.e., no country is identified on the CLS by Note #7</i>), and the Lender has complied with any OFAC review requirements.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Loan will not refinance an existing SBA-guaranteed loan, except as allowed under SOP 50 10.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>If the loan is for a change of ownership, the Lender has followed the requirements of SOP 50 10 for changes of ownership financed by Export Express loans.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> <b>Export Working Capital Program (EWCP)</b> - ( <i>If any question below is answered "No," loan is not eligible for EWCP.</i> )	
<ul style="list-style-type: none"> <li>Applicant has been in business for at least 12 months, OR if in business for less than 12 months, the Lender has included in its Credit Memo a recommendation for a waiver of the 12-month requirement and a justification based upon the Applicant's demonstrated export expertise and previous business experience, and will be submitted under non-delegated processing.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>If Applicant is an export management company (EMC) or export trading company (ETC), the EMC or ETC will take title to the goods or services being exported and the EMC or ETC has no bank ownership.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>If proceeds are being used to finance indirect exports, the Applicant has provided documentation to Lender from the Applicant's domestic customer (typically in the form of a letter, invoice, order or contract) that the goods or services are in fact being exported.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>For the specific export transactions being financed (including indirect exports), Lender has determined that U.S. companies are authorized to conduct business with the proposed country(ies) to which the goods or services will be shipped and has reviewed the Ex-Im Bank Country Limitation Schedule (CLS) to verify that the U.S. Government has not restricted trade with any foreign country that the applicant does business with (<i>i.e., no country is identified on the CLS by Note #7</i>), and the Lender has complied with any OFAC review requirements.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Proceeds will be used only to finance export transactions, refinance an existing EWCP loan or export line of credit, and/or support standby letter(s) of credit for export transactions.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>If the loan will be used to refinance an existing EWCP loan or export line of credit, the Lender has followed the requirements of SOP 50 10 applicable to EWCP refinancing.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>The Applicant will provide a first security interest sufficient to cover 100 percent of the EWCP loan amount, and all collateral is located in the United States, its territories or possessions.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li><b>Lender must collect and retain the following information:</b></li> </ul>	
<ul style="list-style-type: none"> <li>Copy of letter(s) of credit and/or copy of buyer's order/contract, if required.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Export credit insurance-related material (policy, application, buyer credit limit), if required.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>Copy of export license(s), if required.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No

• Aging of accounts receivable and accounts payable, and inventory reports (dated within 180 days of application).	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Cash flow projection with monthly (may be quarterly for asset-based loans) sales projections for the lesser of 12 months or the term of the loan, highlighting the proposed export transaction(s) to be financed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> <b>To provide funds to support a standby letter of credit.</b> (If checked, answer the following questions.) (If both answers are "No," loan proceeds cannot be used to support a standby letter of credit.)	
• Loan is an EWCP loan	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Loan is an Export Express loan	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>U. <input type="checkbox"/> 7(a) Small Loan</b>	
• Applicant meets the minimum acceptable credit score requirements for 7(a) Small loans. (If the applicant does not receive an acceptable credit score, non-delegated Lenders may submit a Standard 7(a) loan application to the LGPC (following the procedures for loans over \$350,000), while delegated Lenders may process using their delegated authority (following the procedures for loans over \$350,000), or, if the Lender is an SBA or Export Express Lender, as an Express application.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Lender's Credit Memo includes:	<input type="checkbox"/> Yes <input type="checkbox"/> No
• A brief description of the history of the business and the management team of the company; Owner/Guarantor analysis; when 50 percent or more of the loan proceeds will be used for working capital, Lender must explain in its Credit Memo why this level of working capital is necessary and appropriate for the subject business; the reason(s) why credit is not available elsewhere on reasonable commercial terms from non-Federal, non-State, non-local government sources; whether life insurance or other insurances will be required in accordance with Lender's written policies and procedures it uses for its similarly-sized non-SBA guaranteed commercial loans; a list of collateral and its estimated value (if secured); other specifics related to the loan (e.g., seller financing, standby debt, liens or judgements, franchise/license/similar agreements, management agreements, any debt refinancing); and the impact any affiliates may have on the applicant's repayment ability.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> <b>Community Advantage</b> (loan amount is \$250,000 or less)	
• If the loan is being processed through Community Advantage, the information collected on SBA Form 2449, Community Advantage Addendum, must be entered by Lender into E-Tran or SBA One.	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Applicant meets the minimum acceptable credit score requirements for Community Advantage loans. (If no, loan must be submitted under Standard 7(a) guidelines for loans over \$350,000.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>V. Fees paid to others</b>	
Has the Applicant paid or committed to pay a fee to the Lender or a third party to assist in the preparation of the loan application or application materials, or has the Applicant or Lender paid or committed to pay a referral agent or broker a fee? <i>If "Yes," SBA Form 159 must be completed, signed by all parties and a copy provided to SBA's fiscal and transfer agent after initial disbursement in accordance with SOP 50 10.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Other Fees:</b> <i>Reminder: A Lender must obtain prior SBA approval to charge extraordinary servicing fee(s).</i>	

**SBA Certification to Financial Institution under Right to Financial Privacy Act (12 U.S.C. 3401)**

By signing SBA Form 1919, Borrower Information Form in connection with this application for an SBA-guaranteed loan, the applicant certifies that it has read the Statements Required by Law and Executive Orders, which is attached to Form 1919. As such, SBA certifies that it has complied with the applicable provisions of the Right to Financial Privacy Act of 1978 (12 U.S.C. 3401) and, pursuant to that Act, no further certification is required for subsequent access by SBA to financial records of the applicant/borrower during the term of the loan guaranty.

**Statement Regarding Lobbying (applicable only to loans exceeding \$150,000)**

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to guarantee a loan, the Lender will complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with 13 CFR Part 146. Lender acknowledges submission of this disclosure is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code, and that any person who fails to file or amend a declaration required to be filed or amended will be subject to a civil penalty in the amounts set forth in 13 CFR §146.400.

**Lender Certification**

On behalf of my Lending Institution,

- I certify that my institution has complied and is familiar with SBA Loan Program Requirements, that we have accurately and cor-rectly completed the Lender's Application for Guaranty for All 7(a) Programs on behalf of the Lender, that the above information is true and correct, to the best of our knowledge, and that we have exercised due diligence to obtain the true and correct information.
- I approve this application to SBA subject to the terms and conditions stated in this and the attached documents. Without the participation of SBA, to the extent applied for, we would not be willing to make this loan, and, in our opinion, the financial assistance approved is not otherwise available on reasonable commercial terms.
- I certify that the Small Business Applicant is an eligible business and Lender's credit file contains the documentation that supports the Lender's determination of eligibility in accordance with SOP 50 10.
- For applications submitted under delegated authority, I am aware and acknowledge that SBA will not review eligibility prior to issuing an SBA loan number and that if an SBA loan number is assigned and SBA later learns that the loan is not eligible, SBA may deny liability on its guarantee.
- For all applications submitted under non-delegated processing:
  - Lender's credit memorandum contains confirmation of Lender's collection of business tax returns and verification and reconciliation of the applicant's financial data against income tax data (received in response to IRS Form 4506-T, Request for Transcript of Tax Return) prior to submitting the application to SBA.
- For loans with a Change of Ownership (including existing owners)
  - All Seller financial information has been signed and dated by the Seller and has been verified against IRS tax transcripts as set out in SOP 50 10. Where there is an acquisition of a division or a segment of an existing business, other forms of verification may be used in lieu of the 4506-T (e.g., Sales tax payment records);
- I approve and certify that the Applicant is a small business according to the standards in 13 CFR Part 121, the loan proceeds will be used for an eligible purpose, and the owners and managers of the applicant business are of good character.

I certify that:

- None of the Lender's Associates\*, including but not limited to its employees, officers, directors, or substantial stockholders (more than 10%) has a financial interest in the Applicant.
- No Lender or Associate of Lender has a real or apparent conflict of interest with Applicant, any of Applicant's Associates, or any of the close relatives of Applicant's Associates.
- No Lender or Associate or close relative of an Associate of the Lender has a significant direct or indirect financial or other interest in the Applicant or has had such an interest within 6 months prior to the date of the application.
- No Associate of a Lender is incarcerated, on parole, or on probation or is a convicted felon or has an adverse final civil judgment (in a case involving fraud, breach of trust, or other conduct) that would cause the public to question the Lender's business integrity.
- No Lender or any Associate of Lender has accepted funding from a source that restricts, prioritizes, or conditions the types of small businesses that Lender may assist under an SBA program or that imposes any conditions or requirements upon recipients of SBA assistance inconsistent with SBA's loan programs or regulations.
- Neither the Applicant, an Associate of Applicant, close relative nor household member\*\* of an Associate of Applicant is required to invest in Lender.
- None of the loan proceeds will be used to acquire space in a project for which Lender has issued a real estate forward commitment.

\* Associate of a Lender is an officer, director, key employee, or holder of 20% or more of the value of the Lender's stock or debt instruments.

\*\* "Household member" means spouse and minor children of an employee, all blood relations of the employee and any spouse who resides in the same place of abode with the employee. [13 CFR § 105.201(d)]

Authorized Lender Official: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Type or Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**FOR PLP SUBMISSIONS ONLY** (in addition to above):

- I approve and certify that the applicant is a small business according to the standards in 13 CFR Part 121, the loans proceeds will be used for an eligible purpose, and the owners and managers of the applicant business are of good character.

Authorized Lender Official: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Type or Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

NOTE: According to the Paperwork Reduction Act, you are not required to respond to this collection of information unless it displays a currently valid OMB Control Number. The estimated burden for completing this form, including time for reviewing instructions, gathering data needed, and completing and reviewing the form is 25 minutes per response. Comments or questions on the burden estimates should be sent to U.S. Small Business Administration, Director, Records Management Division, 409 3rd St., SW, Washington DC 20416, and/or SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Rm. 10202, Washington DC 20503. **PLEASE DO NOT SEND FORMS TO THESE ADDRESSES.**