



CHECKLIST FOR SMALL BUSINESS ADMINISTRATION GUARANTEED LOANS

Applicant Name: _____

Lender: Baylake Bank

The following documents will also be required to complete the SBA loan application.

1. Signed profit & loss and balance sheets current within 90 days of the application.
2. Signed aging of accounts receivable and accounts payable to match the current balance sheet.
3. Signed business tax returns for the prior 3 years.
4. Signed personal tax returns for the prior 3 years.
5. Description and history of the business.
6. Signed list of existing machinery and equipment with values and serial numbers for items worth \$5,000 or more.
7. Signed list of machinery and equipment to be acquired. (Once acquired, you will be required to supply Baylake Bank with the values and serial numbers for items worth \$5000 or more.)
8. Franchiser's financial statements, FTC disclosure statement, and a copy of the franchise agreement.
9. Construction (more than \$10,000)
 - Signed construction contract
 - Plans & specs and preliminary blueprint
 - SBA Form 601: signed by borrower & general contractor (prepared by Baylake Bank)
10. Signed Offer to Purchase or Purchase Agreement.
11. Appraisal and Environmental Analysis - Required for real estate transactions. (Ordered by Baylake Bank.)
12. Copy of lease agreement. It will be required that the term of the lease match the term of the SBA loan.
13. Stamped/filed articles of incorporation or organization and by-laws or LLC/LLP operating agreement.