



CALIFORNIA COMMERCIAL CAPITAL

BUSINESS LOAN APPLICATION

This checklist has been provided to assist you in gathering the necessary information for your business loan request and process your Letter of Intent:

1. ***SBA Loan Application***
2. ***Business History Form (for start-up business please provide a full business plan)***
3. ***Personal Financial Statement*** Complete this form for each (1) proprietor, or (2) general partner, or (3) LLC member, limited partner or stockholder owning 20% or more of the company, or (4) any person providing a guaranty (spouses must sign and date)

In addition, please provide the following items for applicant business and all affiliates

4. ***Business Federal Tax Returns*** -- last three years, include all K-1 forms and schedules
5. ***Interim Financial Statements*** -- dated within 45 days
6. ***Accounts Receivable and Accounts Payable aging report*** -- dated same date as Interim Financial Statement
7. ***Personal Tax Returns*** -- last three years, including all K-1 forms and schedules for each individual referred to in #3 above.
8. ***Most recent Credit Report for all applicants***

If loan application is approved, the following information may also be required:

- i. Copy of Partnership Agreement OR
- ii. Copy of Articles of Incorporation and Corporate By-Laws
- iii. Copy of current facility lease
- iv. Copy of Fictitious business name statement
- v. Copy of Business License
- vi. Projected Profit and Loss statement
- vii. Construction bid and plans
- viii. Bids/Purchase orders for Inventory, Furniture and Equipment that will be acquired with loan proceeds
- ix. Copy of Fire/Hazard/Liability insurance binder for all collateral securing loan
- x. Copy of key-person life insurance policy to be pledged as collateral for loan
- xi. Copy of Purchase Agreement

- xii. Franchise Offering Circular and Franchise Agreement
- xiii. List of fixed assets – itemization should include details (description/serial number, year acquired, original cost, current market value, existing lien balance if any and name of lienholder if any) for those assets having an original value greater than \$5,000.