VALUEXPRESS LLC

The Banker's Mortgage Conduit

1099 North Street, White Plains, New York 10605
An affiliate of Country Bank a NYS Chartered Commercial Bank

ValueXpress LLC

SBA 7A / 504 / USDA Application Checklist

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Borrower Name: ______________________________

Documents Required to Obtain a Loan Proposal **(Click Here for Instructions)**

Req'd	Rec'd	NAP	Item	See Instructions
☐	☐	☐	Most recent 3 years' business tax returns for the business (signed and dated). This requirement is for existing businesses, provide detailed monthly businesses projections for 24 months for start-up businesses	Note 1
☐	☐	☐	A current financial statement for the business consisting of an income and expense statement and balance sheet dated within the past 60 days	Note 2
☐	☐	☐	A Debt Schedule for the business dated same date as the balance sheet. Click here for Debt Schedule.	Note 3
☐	☐	☐	Most recent 3 years' personal returns and W-2s for all owners that received K-1s from the business (signed and dated)	Note 4
☐	☐	☐	Most recent 3 years' business tax returns for **other businesses owned by any of the business owners applying for the loan** (signed and dated). These are referred to as "affiliates"	Note 5
☐	☐	☐	A current financial statement for **other businesses owned by any of the business owners applying for the loan** consisting of an income and expense statement and balance sheet dated within the past 60 days	Note 6
☐	☐	☐	A Debt Schedule for **other businesses owned by any of the business owners applying for the loan** dated same date as the balance sheet. Click here for Debt Schedule.	Note 7
			Fill out and sign credit authorization form Click here for Credit Authorization Form	

Documents Required to Obtain a Loan Commitment **(Click Here for Instructions)**

Req'd	Rec'd	NAP	Item	See Instructions
☐	☐	☐	Copy of purchase contract if the loan is for a purchase of a business or the purchase of real estate that business intends to occupy	
☐	☐	☐	Evidence of Equity Injection if the proposed financing is for a purchase of a business or real estate	
☐	☐	☐	If the loan is to refinance existing debt, a copy of the Promissory Notes for all debt that are to be paid-off with the proceeds of the loan	
☐	☐	☐	If the business is a franchise, provide a copy of the franchise agreement	
☐	☐	☐	Provide Borrower organization structure. Click here for Borrower Organization Chart.	
☐	☐	☐	If the business is a Corporation, please provide: - Articles of Incorporation and Bylaws If the business is an LLC, please provide: - Articles of Organization and Operating Agreement	
☐	☐	☐	For each owner that received a K-1 from the business that indicates more than 20% ownership, or any owner that will own more than 20% of the proposed business, provide a Personal Financial Statement (PFS) on Form 413 signed by both the owner and the owner's spouse (if married). Click here for SBA Form 413. The PFS must be dated within the past 60 days.	Note 8
☐	☐	☐	Provide a resume for each owner. The resume should focus on experience in the ownership and operation of the subject business and similar businesses as applicable. The resume should be in professional format similar to the form used for employment interviews.	
☐	☐	☐	**LEGIBLE** copy of driver's license, **FRONT AND BACK**. Enlarge on a photocopy machine as needed to be legible. Do not fax, except at high resolution.	
☐	☐	☐	SBA Form 912 - Personal Statement of History to be completed by all owners. Click here for SBA Form 912. **Please note Form 912 has changed. Use the form with the following legend in the lower left corner:** SBA 912 (1-10) SOP 5010.4 Previous Edition Obsolete	

☐ ☐ ☐ IRS Form 4506-T signed by the president, secretary, managing member, or partner of the business. Not required for start-ups. Click here for IRS Form 4506-T

☐ ☐ ☐ IRS Form 4506-T signed by each owner (and spouse if married and filing jointly) who received a K-1 from the business that indicates more than 20% ownership, or any owner who will own more than 20% of the proposed business. Click here for IRS Form 4506-T

☐ ☐ ☐ Fill out and sign Statement of Previous Government Financing. Click here for Schedule of Previous Government Financing Form

☐ ☐ ☐ If any owner who received a K-1 from the business that indicates more than 20% ownership, or any owner who will own more than 20% of the proposed business **THAT IS A RESIDENT ALIEN,** provide a **LEGIBLE** copy of **Permanent Resident Card**, **FRONT AND BACK**. Enlarge on a photocopy machine as needed to be legible. Do not fax, except at high resolution.