



**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**

---

Version 2.0  
10/21/24

Developed by:  
ValueXpress LLC  
1099 North St, White  
Plains, NY 10605

For Additional Information  
Contact: Gary Unkel ValueXpress  
LLC [gunkel@valuexpress.com](mailto:gunkel@valuexpress.com)  
212.883.6475



## ValueXpress LLC SBA 7(a) / 504 / USDA Application Checklist

Borrower Name: \_\_\_\_\_

### Documents Required to Obtain a Loan Proposal ([Click Here for Instructions](#))

Req'd	Rec'd	NAP	Item	See Instructions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent 3 year's 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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Debt Schedule for the business dated same date as the balance sheet. <a href="#">Click here for Debt Schedule.</a>	Note 3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent 3 year's personal returns and W-2's for all owner's that received K-1's from the business (signed and dated)	Note 4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most recent 3 year's business tax returns for <b>other businesses owned by any of the business owner's applying for the loan</b> (signed and dated). These are referred to as "affiliates"	Note 5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A current financial statement for <b>other businesses owned by any of the business owner's applying for the loan</b> consisting of an income and expense statement and balance sheet dated within the past 60 days	Note 6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Debt Schedule for <b>other businesses owned by any of the business owner's applying for the loan</b> dated same date as the balance sheet. <a href="#">Click here for Debt Schedule.</a>	Note 7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fill out and sign credit authorization form <a href="#">Click here for Credit Authorization Form</a>	

### Documents Required to Obtain a Loan Commitment ([Click Here for Instructions](#))

Req'd	Rec'd	NAP	Item	See Instructions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence of Equity Injection if the proposed financing is for a purchase of a business or real estate	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If the business is a franchise, provide a copy of the franchise agreement   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide Borrower organization structure. <a href="#">Click here for Borrower Organization Chart.</a>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>If the business is a Corporation, please provide:</p> <ul style="list-style-type: none"> <li>- Articles of Incorporation and Bylaws</li> </ul> <p>If the business is an LLC, please provide:</p> <ul style="list-style-type: none"> <li>- Articles of Organization and Operating Agreement</li> </ul>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>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). <a href="#">Click here for SBA Form 413.</a> The PFS must be dated within the past 60 days.</p> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Provide a resume for each owner. The resume should focus on experience in the owner 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.</p>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><b>LEGIBLE</b> copy of diver's license, <b>FRONT AND BACK</b>. Enlarge on a photocopy machine as needed to be legible. Do not fax, except at high resolution.</p>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>SBA Form 912 - Personal Statement of History to be completed by all owners. <a href="#">Click here for SBA Form 912.</a> <b>Please note Form 912 has changed. Use the form with the following legend in the lower left corner:</b><br/>SBA 912 (1-10) SOP 5010.4 Previous Edition Obsolete</p>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>IRS Form 4506-T signed by the president, secretary, managing member, or partner of the business. Not required for start-ups. <a href="#">Click here for IRS Form 4506-T</a></p>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>IRS Form 4506-T signed by each owner (and spouse if married and filing jointly) 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. <a href="#">Click here for IRS Form 4506-T</a></p>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Fill out and sign Statement of Previous Government Financing. <a href="#">Click here for Schedule of Previous Government Financing Form</a></p>  |

Note 8

- ☐ ☐ ☐ If any 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 **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.