



Hana Small Business Lending, Inc.

A subsidiary of Hana Financial, Inc.

BUSINESS LOAN APPLICATION CHECKLIST

Please use this checklist as a guide to the documentation necessary to complete the processing of your business loan. If certain items are not readily available, please forward as much as possible and identify which items are to follow.

NOTE: Personal Forms/Information must be provided for each owner holding 20% or more of applicant business.

- 1. Loan Application
- 2. Management Resume (Duplicate as needed for all principals and management)
- 3. Personal Financial Statements of all principals with company ownership of 20% or more
- 4. Three years tax returns on principal owners
- 5. Tax Return Verification (SBA Form 4506-T)
- 6. Statement of Personal History (SBA Form 912)
- 7. Copy of Driver's License
- 8. If Non-citizens, copy of front and back of resident alien card and original signed INS G-845 authorization form
- 9. If Incorporated, Article of Incorporation, Bylaws, and Statement by Domestic Stock Corporation
- 10. If Partnership, Partnership Agreement
- 11. If Limited Liability Company (LLC), LLC-1, LLC-2, and Operating Agreement
- 12. If Trust, Certificate of Trust
- 13. If Franchise, Franchise Agreement and Offering Circular
- 14. If the owners have affiliates or significant other business interests, details will be required
- 15. Evidence of Source of Down Payment
- 16. Copy of Life Insurance
- 17. Copy of notes to be refinanced
- 18. Fictitious Business Name Statement
- 19. Business Plan
- 20. Personal Cash Flow
- 21. Projection and Assumptions

If it is an existing business:

- 22. History of the Business
- 23. Three years business financial statements, including the latest interim statements
- 24. Three years business tax returns
- 25. Debt Schedules
- 26. Account Receivable and Account Payable Aging
- 27. Tax Return Verification (SBA Form 4506-T)
- 28. Business Bank Statements for last six months
- 29. Equipment list/Inventory list

If it is a purchase of an existing business:

- 30. Certified escrow instruction
- 31. Lease Agreement

If it is a real estate purchase or construction:

- 32. Certified escrow instruction
- 33. Preliminary Title Report
- 34. Environmental Questionnaire & Disclosure Statement
- 35. Copy of Lease with the tenants
- 36. Current Rent Roll
- 37. Operating Statements
- 38. Construction Contracts & Plan
- 39. Contractor Information