



## Lender's Checklist

### Collateral Subordination

- \_\_\_\_\_ Lender Credit Memorandum/Approval
- \_\_\_\_\_ Lender Commitment Letter
- \_\_\_\_\_ Contact Information Verification
- \_\_\_\_\_ Business Financial Statement (Latest FYE) including Profit and Loss Statement
- \_\_\_\_\_ Interim Business Financial Statement (if FYE is more than 90 days old)
- \_\_\_\_\_ Business Federal Tax Returns (two years)
- \_\_\_\_\_ Business Debt Schedule
- \_\_\_\_\_ Personal Financial Statement of borrowers and guarantors
- \_\_\_\_\_ Personal credit reports for all borrowers and guarantors
- \_\_\_\_\_ Written consent from all guarantors/co-obligors to this action/request
- \_\_\_\_\_ Current real estate appraisal listing the U.S. Small Business Administration as intended user
- \_\_\_\_\_ A copy of the most recent title search
- \_\_\_\_\_ A new ACH form if automatic transfer of loan payment is changing
- \_\_\_\_\_ Refinances: Copy of current Lender Loan payoff (prepayment penalty cannot be included)
- \_\_\_\_\_ Others \_\_\_\_\_

If the subordination is executed, an update or endorsement to the SBA title policy may be required. The fee would be passed on to the borrower.