



Lender's Checklist

Ownership Change

- _____ Lender Credit Memorandum/Bank Approval
- _____ 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)
- _____ Personal Tax Returns (two years)
- _____ Resume of proposed owners
- _____ SBA Form 413: Personal Financial Statement of borrowers and guarantors both current and proposed
- _____ Borrower Citizenship Certification
- _____ CIP Forms/Photo ID (if applicable)
- _____ Credit reports for all proposed owners
- _____ Written consent from all current guarantors/co-obligors to this action/request
- _____ Copy of buy/sell agreements, if applicable
- _____ Current Bank Balance
- _____ Debt Schedule
- _____ Others _____