



Phoenix Financial Advisors, LLC

BUSINESS ASSESSMENT CHECKLIST – For SBA Loan Applications

Business Name: _____ Date: _____

- 1) _____ Needs Request (Form)
- 2) _____ Signed Engagement Letter
- 3) _____ Business Survey
- 4) _____ Is your business _____ labor intensive or _____ fixed cost weighted in your operating expenses? (check an "x" next to response)
- 5) _____ Business History & Market Summary or Equivalent Business Plan
- 6) _____ Owners and Key Management Info (Owners of at least 20% must include a photocopy of their driver's license)
- 7) _____ Owners and Key Management- Resume Form or Existing Resume
- 8) _____ Personal Financial Statement (SBA form 413) (required from all individuals with at least 20% ownership)
- 9) _____ Personal Tax Returns (Required from all individuals with at least 20% ownership, to include Schedules C & E) (3 years) & IRS Form 4506-T
- 10) _____ SBA 1919 Form
- 11) _____ Year End Business Financial Statements (3 years)
- 12) _____ Year End Business Tax Returns (3 years) & IRS Form 4506-T
 - 2019 W3, 2019 IRS Quarterly 940, 941, or 944 payroll tax reports
 - Third party payroll processing documents
- 13) _____ Year to Date Business Balance Sheet & Income Statement & Comparable prior YTD
- 14) _____ Accounts Receivable Aging's (Including explanation of any accounts aged over 90 days to tie in with most recent financial statement)
- 15) _____ Accounts Payable Aging's (Including explanation of any accounts aged over 90 day) to tie in with most recent financial statement
- 16) _____ 13 months, monthly statements from 2/28/19 - 2/29/20 SBA Form 1368
- 17) _____ 13-month monthly cash flow projection, assuming revenue loss or decline
- 18) _____ Schedule of Indebtedness with most recent financial statement (SBA Form 2202)
- 19) _____ Affiliate Tax Returns (if an applicant with at least 20% ownership has at least 50% ownership in another entity, that entity is then an affiliate.)
- 20) _____ Environmental Reports (if collateral is required)
- 21) _____ Real Estate Appraisal (if collateral is required)
- 22) _____ Articles of Organization/Incorporation (Operating and real estate entities, if applicable)
- 23) _____ SBA Form 2483- Paycheck Protection Program
- 24) _____ Other