



SOHO LOAN CHECKLIST

Applicant's Business Name _____

- SBAExpress Loan Application**
Borrowers must sign as Principal *and* Guarantor.
Please ensure **ALL information is complete.
- SBAExpress & CommunityExpress Borrower Information Form**
Complete a separate form for all principals and/or guarantors.
- Note Authorization Agreement**
Check the box next to the desired loan amount, initial the first line if willing to accept less than the amount desired / initial the second line if NOT willing to accept less - sign both as Principal and Guarantor.
- SBAExpress Loan Agreement / Promissory Note**
Sign the first & third page and leave the rest blank. A copy of the note will be completed by an IB funding specialist and mailed to the client upon loan funding.
- Online Course Certificates - Complete Business Plan**
- Technical Assistance Documentation**
- Clear Copy of Driver's License or State ID Card**
Please ensure all of the information on the license / ID is very clear and readable.
- Secondary Identification**
Examples of Secondary ID are: Business Account Bank Statement, Credit Card, Debit Card, Passport, Military ID, or major company employee ID card. If none of these items are available, borrower may use a utility bill, bank statement, cell phone bill, etc. as address verification in lieu of a 2nd ID.
- SoHo Loan Product Information Sheet**
Borrowers should keep a separate copy of this document for their records and include a signed copy in the loan package.
- Check for packaging fee \$575.00**
The check must be from a verified business checking account. If the borrower does not have a pre-printed check, supply a letter on the borrower's bank letterhead that includes business name, mailing address, account number & routing number (in addition to the actual starter check).
****Personal checks will not be accepted.**
- Documentation verifying the existence of business entity**
Depending on the type of business entity (sole prop, corp, etc), IB requires that a business license, fictitious name statement, formal partnership agreement, or articles of organization / incorporation be provided with every loan file.
- Non-Citizens**
Provide a copy of the front & back of Green Card along with a signed INS Authorization Form (available online at www.innovativebank.com).
- SBA Export Express Qualification Questionnaire (For SBA Export Express Loans Only)**
This form must be completed and signed by the borrower to determine eligibility.
- DD214 / Military Discharge Paperwork (For SBA Patriot Express Loan Only)**
- Borrower's Certification**
- Corporate Resolution to Borrow**