



**innovativebank**  
Member FDIC

TA Provider \_\_\_\_\_

## SOHO LOAN CHECKLIST – 2<sup>nd</sup> Loans

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 and mailed upon funding.
- Technical Assistance Progress Report**  
Use this form to update progress made from original TA consultation. This document must be signed by TAP & Borrower prior to application submission.
- Clear Copy of Driver's License**  
Please ensure all of the information on the license is very clear and readable.
- 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 / Copy of Bank Statement**  
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). Please include a copy of a recent bank statement to verify the address of the borrower.  
**\*\*Personal checks will not be accepted.**
- 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](http://www.innovativebank.com))
- Immigration Laws - Certification**

**\*\*Clients must make 12 consecutive payments to 1<sup>st</sup> loan prior to applying for a 2<sup>nd</sup> loan.**

Please mail all original documents to:

Innovative Bank  
C/O SoHo Loan Dept / Patricia Keels  
360 14<sup>th</sup> Street, Oakland, CA 94612

(866) 812-1216, Option 1 Toll-Free Support