



**701 North Post Oak Road, Suite 204  
Houston, Texas 77024  
For Loans: 713-621-6458  
For Support: 713-621-6466**

**Officer:  
Mobile:  
Fax: 713-621-6473  
Email:**

**SBA **REFINANCE / RECAPITALIZATION** Requirements for  
51%+ COMMERCIAL Owner Occupied Transactions**

1. Resume on all borrowers.
2. Summary of nature of current individual businesses. (What all partners do for a living)
3. Summary on Subject Transaction. (What they want to accomplish with this transaction)
4. Complete BUSINESS PLAN (IF AVAILABLE)
5. Copy of Driver license & SS Card. Passport and/or Visa (All borrowing entity principals)
6. DBA and/or Articles of Incorporation.
7. Corporate Tax ID Number.
8. Complete "Personal Financial Statement" form (PFS)
9. Year to Date Profit & Loss, and Balance Sheet. (CURRENT ACTUAL YEAR, All Borrowers and Corporations)
10. Last 3 years Financial Statements for Borrowing Entity.(All Corporations and Entities)
11. Last 3 years Tax Returns Personal & Corporate.(All Borrowers and Corporations)
12. Last 3 Bank Statements Personal & Corporate.(All Borrowers and Corporations)
13. Feasibility study with 5 year projections. (IF AVAILABLE)
14. Pictures of subject property.(All angles & some inside)
15. Copy of Settlement Statement from Original Purchase.
16. Copy of title policy (Warranty Deed with Vendors Lien)
17. Copy of Insurance.
18. Survey.
19. Environmental Assessment. (if available)
20. Appraisal.(by GQG)
21. Title Commitment. (by GQG)