

SBA Loan Process Guide

1. Pre-Qualification



Time: 24-48 Hours

- Client is sent assessment form to be fully completed and emailed back along with a copy of their credit report.
- SBA funding specialist reviews assessment and determines viable loan amount he or she feels is obtainable from funding sources based on the information provided.
- Pre-qualification letter is provided to client **free of charge**. Letter details estimated loan amount, total project costs, and required cash injection. If it's believe that the client will not qualify for any financing through our network, the client is notified immediately by the funding specialist.
- A funding specialist discusses pre-qualification letter with client, explaining content, and next steps in the process.

2. Loan Guidance and Processing



Time: Dependent upon responsiveness of client

- Client begins the loan packaging process by obtaining secure online access to dedicated loan file created for client. Loan file contains informational checklist along with any forms needed for completion.
- Client uploads required information into loan file (i.e., three years of tax returns, cash flow projections, personal financial statement, business plan, and other requested documents). Client has real-time access to see all application documents uploaded to or downloaded from the file.
- As documents are submitted by client, they are reviewed by funding specialist and approved with checklist getting updated, letting the client know the information was accepted. If the documents submitted are incorrect, the client will be contacted by the funding specialist for correction.
- When the file is completed, the funding specialist submits the loan package to banks that best meet the criteria for loan needs (i.e., loan amount, credit score, cash injection, location, franchise brand, and other considered aspects).

3. Bank Proposal



Time: 5-10 Business Days

- Banks send the loan proposals to the funding specialist. All bank proposals are discussed with the client as they are received to compare terms and conditions, ensuring the client understands the proposals. This is when the client will see proposed interest rates, required collateral, loan term, fees, and other bank terms and conditions.
- After all proposals are received and reviewed, the client selects the bank with whom he or she would like to move forward.

4. Bank Approval



Time: 5-10 Business Days **Due to COVID-19 environment this can now take up to approx. 4 weeks**

- Client goes through formal underwriting and approval process with the selected bank and receives formal commitment.

5. Loan Closing



Due to COVID-19 environment this can now take up to approx. 6-8 weeks

Time: 3-4 weeks - depending on responsiveness of client

- Client works directly with the bank, fulfilling SBA loan program closing requirements.
- Client must provide the signed franchise agreement, proof of executed lease agreement, evidence of cash injection, general contractor proposal, and other documents as requested.
- Closing timeline may also be affected by other third-party requirements such as real estate appraisal, business valuation, and similar obligations if they are required by the bank and/or SBA.

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