



Standard Document Request List SBA Valuation (Change of Ownership)

1. Seller's federal income tax returns and/or financial statements covering most recent 3 years
2. Current year-to-date financial statements (income statement and balance sheet) within 90 days of expected settlement date
3. The following financial information on or about the date of the current year-to-date financial statements:
 - a. Equipment list and/or depreciation schedule
 - b. List of inventory on hand
4. Projected financial statements for at least one year after acquisition with assumptions
5. Description of any significant changes in company operations proposed by Buyer
6. Asset purchase agreement or letter of intent
7. Any recent appraisals of any vehicles, machinery, equipment, furniture, and fixtures included in the acquisition
8. Brief description and history of the Seller
9. List of key personnel with a description of their duties, and their compensation – before (Seller) and after (Buyer) acquisition
10. Number of employees by function – existing (Seller) and proposed (Buyer)
11. Resumes of the key personnel of the Buyer
12. Sources and uses of funds for proposed acquisition including the detailed terms of any new debt
13. Details of any significant outstanding loans, leases, or contracts that will be assumed by the Buyer
14. Any proposed non-compete, employment or other contracts or agreements between the Seller and the Buyer as a result of the acquisition
15. Any partnership, operating or shareholders agreements, existing (Seller) and proposed (Buyer)
16. If a franchise, a copy of the franchise agreement
17. Real estate:
 - a. If leased - details of existing (Seller) and proposed (Buyer) lease
 - b. If owned - recent appraisal
18. Any previous business valuations or appraisals of the Seller
19. Details of any previous sales or transfers of an equity interest of the Seller
20. List of any significant transactions, contracts or agreements between the Seller and its officers or members, made or in effect during the period
21. List of any significant expenditures made during the period by the Seller that were for non-operating purposes (personal, non-essential, or unusual)