



Standard Document Request List SBA Valuation (Change of Ownership)

Please submit all documents in digital format (PDF, Word or Excel files) by email or uploading them to our secure website. Notify us if you wish to upload documents, so we can set up a password protected file and send you a link. Also, notify us of any items that do not apply or do not exist. To ensure that we use the same information, we recommend receiving all documents directly from the Lender.

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 180 days of expected settlement date
3. The following financial information on or about the date of the current year-to-date financial statements:
 - a. Aging or schedule of trade receivables (**only if included in the sale**)
 - b. Equipment list or tax asset (depreciation) schedule (indicate any items excluded from the sale)
 - c. Schedule of inventories to be included in the sale
 - d. Aging or schedule of trade payables (**only if assumed by Buyer**)
 - e. Schedule of loan balances (**only if assumed by Buyer**)
4. Description of any significant changes in company operations proposed by Buyer
5. Asset or stock purchase agreement, or letter of intent
6. Any recent appraisals of any vehicles, machinery, equipment, furniture, and fixtures included in the acquisition
7. Brief description and history of the Seller
8. List of key personnel with a description of their duties, and their compensation – before (Seller) and after (Buyer) acquisition
9. Number of employees by function – existing (Seller) and any significant staffing changes Buyer expects to make
10. Details of any significant outstanding loans, leases, or contracts that will be assumed by the Buyer
11. Any proposed non-compete, employment or other contracts or agreements between the Seller and the Buyer as a result of the acquisition
12. Any partnership, operating or shareholders agreements (Seller)
13. If a franchise, a copy of the existing (Seller) franchise agreement
14. Real estate:
 - a. If leased - details of existing (Seller) lease
 - b. If owned - recent appraisal
15. Any previous business valuations or appraisals of the Seller
16. Details of any previous sales or transfers of an equity interest of the Seller
17. List of any significant transactions, contracts or agreements between the Seller and its officers or members, made or in effect during the period
18. List of any significant expenditures made during the period by the Seller that were for non-operating purposes (personal, non-essential, or unusual)