

# Tab 8

## Supporting Docs (Eligibility)

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- Franchise Documents
- Business/Stock/Asset Purchase Agreements
- Real Estate Purchase Agreements
- Other Agreements

# Franchise Documents

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- Required when the applicant is a franchise. (see **SOP pgs 95 & 215**)
- An executed *Certification of Franchise* documents.  
or (if not available)
- A complete copy of the Franchise Agreement, including any required addendums, & FTC Disclosure Report.
- Required when the franchise is not listed on the franchise registry.
- May also include:
  - Licensing Agreement
  - Dealer Sales Agreement
  - Fuel Supply Agreement
- See Franchise Registry at <http://www.franchiseregistry.com/>

# Business/Stock/Asset Purchase Agreements

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- Required when the business/stock/other assets will be purchased with the proceeds of this loan.

# Real Estate Purchase Agreements

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- Required when real estate will be purchased with the proceeds of this loan.

# Other Agreements

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## Tab 9

# Supporting Docs (Collateral)

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- Real Estate Appraisal
- Environmental Investigation Reports
- Lease Agreement

# Real Estate Appraisal

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- Required at time of submission when lender owned real estate (OREO) is being financed. Otherwise, it may be a condition of closing. (see **SOP, pages 187-189**)
- Must include a cost breakdown if purchased with SBA loan proceeds.

# Environmental Investigation Reports

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- Required when a security interest is taken in commercial real property.

# Lease Agreement

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- With terms (*including options to renew*) at least as long as the term of the loan, if applicable.

# Tab 10

## Supporting Docs (Other)

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Such as:

- Articles of Organization
- Business License
- Documentation of Lawsuits/Judgments/Bankruptcy

❖ Note: Although these documents should be retained in your file, it is rarely necessary to submit any of them to SBA.