

Tab 8

Supporting Docs (Eligibility)

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

Franchise Documents

- Required when the applicant is a franchise.
(see SOP 50 10 5(F), Pages 77-85)
 - 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.
- The following may also be required:
 - Licensing Agreement
 - Dealer Sales Agreement
 - Fuel Supply Agreement
- See Franchise Registry at <http://www.franchiseregistry.com/>

Business/Stock/Asset Purchase Agreements

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

Real Estate Purchase Agreements

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

Other Agreements

Tab 9

Supporting Docs (Collateral)

- Real Estate Appraisal
- Environmental Investigation Reports
- Lease Agreements

Real Estate Appraisal

- Required at time of submission when lender owned real estate (OREO) is being financed (see SOP 50 10 5(F), page 112-113). Otherwise, it may be a condition of closing.
(see SOP 50 10 5(F), pages 171-173)

Environmental Investigation Reports

- Required when a security interest is taken in commercial real property. (see SOP 50 10 5(F), pages 178-185)

Lease Agreement

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

Tab 10

Supporting Docs (Other)

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.