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 pgs 95 & 215)*
- ❑ An executed *Certification of Franchise* documents.

  <u>or</u> (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

- 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 Agreement

Real Estate Appraisal

- Required at time of submission if the SBA-guaranteed loan is greater than $250,000 and is collateralized by commercial real property; or when lender owned real estate (OREO) is being financed. Otherwise, it may be a condition of closing. (see SOP, pages 187-189)

Environmental Investigation Reports

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

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.