

SBA Loan: Seller Document Checklist

1. Business Financials (Last 3 Years)

- Federal tax returns (business)
- Profit & Loss (P&L;) statements (year-to-date and past 3 years)
- Balance sheets (year-to-date and past 3 years)
- Cash flow statement
- Interim financials (if tax returns not current year)

2. Ownership & Legal

- Business license
- Franchise agreement (if applicable)
- Articles of incorporation or LLC registration
- SBA Form 4506-C (IRS verification)
- Business debt schedule

3. Business Assets & Inventory

- Itemized business asset list (equipment, furniture, etc.)
- Current inventory list
- Bill of sale (for equipment and assets)
- Lease agreements (if not buying property)

4. Real Estate Documents (if property is included)

- Property deed or title report
- Recent property tax bill
- Zoning compliance certificate
- Environmental report (Phase I ESA required)
- Rent roll (if multi-unit or partially leased)
- Utility bills (optional)

5. Employees & Operations (if applicable)

- Payroll reports (last 12 months)
- Employment agreements (for key staff)
- Organizational chart (optional)