

General Business Questionnaire – SBA

NOTE: if you are buying an existing business, please answer questions based on your current understanding of how the business operates. Feel free to add any notes around things you will do differently or change once ownership is transferred. Otherwise, answer these questions based on the business you own now.)

- 1. When did your business open? Please provide a brief history of operations to date.

- 2. Tell us what your business does (Be as specific and detailed as possible. What services do you offer?)

- 3. Who are your primary customers? How do they pay you? (if on terms, please indicate what those terms typically are)

- 4. Who are your primary vendors/suppliers? How do you pay them? (if on terms, please indicate what those terms typically are)

- 5. How many customers do you serve in a typical year? What is your average sales per customer?

- 6. Does your business have any significant concentrations in terms of customers or suppliers? If so, please describe.

- 7. List all proprietors, partners, officers, directors, members, and holders of outstanding stock. 100% of ownership must be reflected below.

Owner’s Legal Name	Title	% of Ownership
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- 8. Management: (if buying an existing business, this section should be about yourself and any managers that will be staying on as an employee.)**
 - a. Describe your management team?
 - b. How long have they been with your organization?
 - c. What is their applicable/relevant industry experience?
- 9. Do you have a formal succession plan in place? If so, describe what that looks like.**
- 10. Have there been any unusual or one-time expenses or one-time profit gains over the last few years? If so, tell us what that looks like.**
- 11. What is your competitive advantage?**
- 12. What are the biggest threats to your business/industry?**
- 13. What is your business website?**
- 14. How will the loan you applied for help your business now and in the future?**
- 15. Do you own or rent your business location? If you rent, do you rent from a related entity (ie. Real Estate Holding Company in which you have ownership?)**
- 16. Business and Personal location:**
 - a. Where is your business physically located?
 - b. What is your business' mailing address?
 - c. What is your personal physical address (no P.O. Box etc.)?
- 17. Have you ever filed bankruptcy, or have you been a principal or guarantor of a business entity that filed bankruptcy? If yes, note the year(s) and attach explanation.**
- 18. Are you a co-signer or guarantor of any debt?**

19. Are you currently party to any civil or criminal legal action?

20. Are you presently subject to any unsatisfied judgments or tax liens?

21. Do you or the Borrowing Entity have any ownership in or power to control other commercial entities (i.e. Partnership, Corporations, LLCs, etc.)? If so, please list the entities below.

22. Will your salary stay consistent with what it was in the previous tax year or will it change? If it's going to change, please describe what that'll look like (where is it coming from, how much do you expect it to be?)

23. What is the full legal name of your business?

24. Do you operate under an Assumed name, DBA name or Trade name that is different from your business legal name? if so, please describe.

Only Applicable if buying an exiting business or piece of Commercial Real Estate:

25. Where is your 10% Equity Injection coming from?

a) Cash/Savings?

b) Gift? If a gift, from who and where is it coming from? (ie. Grandma's Savings Account):

c) Home Equity Line of Credit? If so, do you or your spouse have income OUTSIDE of the subject business income (including salary from subject business) to pay for HELOC debt?

d) Other? Please Describe:

**** ALL Applicants must fill out the COVID Questionnaire**

Below**

SBA COVID- 19 BUSINESS IMPACT ASSESSMENT

- 1. Has the COVID-19 emergency adversely impacted your business, revenue, and staffing levels?**
 - a. Business has experienced no adverse impact
 - b. Business has experienced moderate adverse impact
 - c. Business has experienced severe adverse impact

- 2. How have restrictions such as “stay-at-home orders”, social distancing, travel, traffic flow, and trade limitations adversely impacted your cost projections, clientele or access to supplies, inventory and/or equipment?**
 - a. Business has experienced no adverse impact
 - b. Business has experienced moderate adverse impact
 - c. Business has experienced severe adverse impact

- 3. Have there been any adverse impacts to the business’ operating costs such as providing protective gear, cleaning materials and essential costs to ensure the safety of customers and employees?**
 - a. Business has experienced no adverse impact
 - b. Business has experienced moderate adverse impact
 - c. Business has experienced severe adverse impact

- 4. How concentrated or diversified is your customer base and how reliant are the business’s sales and receivables from customers in those concentrations?**
 - a. Business has a highly diversified customer base and low reliance
 - b. Business has a moderately diversified customer base and medium reliance
 - c. Business has a low diversified customer base and high reliance

- 5. How concentrated or diversified is your vendor/supplier pool?**
 - a. Business has a highly diversified vendor/supplier pool
 - b. Business has a moderately diversified vendor/supplier pool
 - c. Business has a low diversified vendor/supplier pool

- 6. Which of the following statements best describes your current operational status?**
 - a. Business is fully operational, profitable, and well insulated from ongoing COVID-19 conditions
 - b. Business is partially operational but still profitable
 - c. Business is partially operational and not currently profitable
 - d. Business is not currently operational

- 7. Does the applicant have any outstanding stimulus financing (PPP, EIDL, or other stimulus financing, etc.)?**
 - a. Yes
 - b. No

If yes: PPP Loan Amount

\$ _____

Select PPP Loan Status:

- a) Deferment
- b) Past Due
- c) Partially Forgiven
- d) Fully Forgiven

If yes: EIDL Loan Amount

\$ _____

Select EIDL Loan Status:

- a) Deferment
- b) Past Due
- c) Current

By signing this form, I certify that the above information is true and complete to the best of my knowledge. If any material discrepancies are found, I acknowledge that it may result in my SBA loan application being declined.

Signature: _____

Name (Print): _____

Date: _____