

SBA Written Addendum: Statement of Personal History Addendum

Lender Name: Minnesota Business Finance Corporation Phone: 320-258-5000
 Address: 616 Roosevelt Rd, Suite 200
 City, State, Zip St. Cloud, MN 56301

Principal Name: _____ Phone: _____
Address: _____
City, State, Zip _____

List Charge(s)

1) Charge: _____ ☐ Felony ☐ Misdemeanor

Month/Day/Year of Arrest (if actual day unknown, then Month/Year): _____

City, County, State of Arrest: _____

Disposition of Charge (List Specific Details)

Sentence: _____

Fine: _____

Other: _____

Date Disposition Completed: _____

Explanation: _____

[illegible]

Signature: _____ Date: _____

Written Statement Requirements

1. **Written Statement: (Defined)** is a brief understanding disclosing the facts surrounding the incident(s) which is needed. An explanation regarding the circumstances surrounding the incident(s) is required to be disclosed.
2. The applicant is **required** to disclose the below listed items in a written statement relating to his/her offense(s)
 - a. **Exact date of each offense/ At lease the month and year of the offense~ at minimum** (Just Writing: 30 yrs ago, 2007, In 20007, Summer of 2007, Approx2007 or I don't know is UNACCEPTABLE)
 - b. **Location of each offense:** city, state, and county
 - c. **Name of each offense:** (i.e. Gambling, Robbery, Assault etc.)
 - d. **Level of the original arresting charge (and) the original name of the charge received at the time of the arrest** (i.e. FELONY/MISDEMEANOR)
 - e. **Court Decision for each offense:** guilty/ not guilty- *the guilty plea is the result of the final court decision which must be disclosed in addition to the level of the original arresting charge*)
 - f. **Sentencing for each offense:** probation, conditions
 - g. **Consequences of each charge:** jail time / Fine
 - h. **Disposition of the charge(s)** including but not limited to: fines, class or work shop, jail time served, terms of probation, any court conditions
3. All written statements, explanations, affidavits, addendums, affirmative responses, positive responses, and any other documents disclosing any information regarding the applicant's offense(s) **require both the applicant's current signature and date prior to submission**
4. Please have the applicant provide a new written statement disclosing all of the required information above that is in his/her own words with his/her signature and date

Please see SOP 5010 5 (F) pages 258--263 for further guidance