

SBA 504 Ownership Change Checklist



PERSONAL INFORMATION:

- ☐ **Personal Financial Statement** (signed and dated within 90 days) – on proposed new owners
- ☐ **Personal Financial Statement** (signed and dated within 90 days) – on existing owners
- ☐ **Most Recent Year Personal Tax Return** – for proposed new owners
- ☐ **Most Recent Year Personal Tax Return** – for existing owners
- ☐ **Driver's License** – for proposed owners

BUSINESS INFORMATION:

- ☐ **2 years Business Federal Tax Return**
- ☐ **Current Year To Date (within 90 days) Profit & Loss and Balance Sheet**
- ☐ **Current Business Debt Schedule**

LENDER'S INFORMATION:

- ☐ **Lender's Credit Memo**
- ☐ **Copy of Lenders Credit Bureau(s)** – for proposed owners
- ☐ **Lender's Commitment Letter**
- ☐ **Copy of Buy/Sell Agreement If Applicable**

PROJECT INFORMATION:

- ☐ **MBFC 504 Loan SBA Forms** – can be sent via DocuSign to applicant for completion

MBFC reserves the right to request additional specific information for your project as needed.