



Appendix B — Business Narrative Form

Business name: _____

Date business organized: _____

Legal Structure (Sole Proprietorship, Partnership, Limited Liability Corporation, Corporation): _____

Business type (product or service or both). If other, please describe: _____

Where do you conduct your business (i.e., home-based, office lease, warehouse, etc.)? _____

Main business address: _____

Owned or leased? _____ Associated rent or mortgage payment: \$ _____

List any additional business site(s) or locations: _____

Owned or leased? _____ Associated rent or mortgage payment: \$ _____

Percentage of your ownership interest: _____

Principal members: _____

Describe the profile of your business or what your business does: _____

Retail or commercial client base: _____

What market does your business address and how do you generate business? _____



Who are your customers? _____

Number of employees/contractors? _____

- Full-Time: _____
- Part-Time: _____
- Contractors: _____

Total monthly payroll expense? \$ _____

Do you manufacture a product, such that you have a cost of goods sold for the product you ultimately sell? Yes or No

If Yes, please describe the estimated monthly cost of goods sold: \$ _____

Do you buy and then resell product? Yes or No

If Yes, describe in detail: _____

Please provide any additional business expenses not listed above: (Excluding Rent/Payroll/COG Sold) _____

Are any materials, trucks or equipment used to run your business? _____

Is there anything else you can tell us about your business that is important for us to know as we review your bank statements or IRS Form 1099, including sources of deposits and withdrawals? Any additional information that will help us understand your business?

NOTE to Seller: An internet search of the business is required with documentation to be included in the credit file to support the Business Narrative. Underwriter certification (or notation on the 1008) if there are no returns when attempting an internet search.

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