**REQUEST FOR SBA BUSINESS APPRAISAL**

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| **Client:**  **Name:** Click here to enter text.  **Title:** Click here to enter text.  **Lender:** Click here to enter text.  **Address:** Click here to enter text.  Click here to enter text.  **Phone:** Click here to enter text.  **Email:** Click here to enter text.  **Date:** Click here to enter a date. |

**Appraiser:**

**Dennis Nisbet, MBA, CBA**

**4114 W Soft Wind Dr.**

**Glendale, AZ 85310**

**Phone: 602.410.0802**

***dennis@PinnacleValuations.com***

**www.PinnacleValuations.com**

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| --- | --- |
| **Please Enter Target Company & Applicant Info Here:** | Email: Click here to enter text. |
| Company Name: Click here to enter text. | Phone: Click here to enter text. |
| Applicant: Click here to enter text. | Loan #: Click here to enter text. |
|  |  |

**Please indicate your chosen report type (Complete or Restricted) and turnaround time by checking the corresponding box in the pricing grid below. There is additional information about the report types on the following page:**

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| --- | --- | --- | --- | --- |
|  | **Complete Report** | | **Restricted Report** | |
| **Size and Scope of Analysis** | **Turnaround\*** | | **Turnaround\*** | |
|  | **7 Days** | **21 Days** | **5 Days** | **14 Days** |
| **Revenues under $10M** | **$4,000** | **$3,300** | **$2,800** | **$2,500** |
| **Revenues over $10M** | **$4,800** | **$4,000** | **$3,200** | **$2,800** |

**Required Materials to Begin Appraisal**

The valuator **can begin the assignment at any time**, with the following documents considered **helpful**:

1. **3 Years Federal Tax Returns 4) Business Plan/Buyer Forecast**
2. **3 Years Financial Statements (plus interim) 5) A/R Aging Report**
3. **Copy of Purchase Agreement 6) Other Documents, e.g. Credit Memo?**

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| **Lender Signature\***[Click here to enter text.] |

**Appraiser Signature DN**

**Date: [ ]**  **Date: [ ]**

***\*Electronic signature represented by printed name followed by initials, e.g. “Dennis Nisbet DN” is considered valid.***

***Please see the following page for the Scope of Work***

**Scope of Work Description**

* • Requested appraisal shall be prepared for lender use only with respect to **SBA “change of ownership” loans** (fair market value on a going concern basis as of most recent financial statement date) and will be completed in a manner consistent with both SBA policies and procedures **(SOP50-10(5)(H)) and USPAP**. ***No site visit*** required as lender and real estate appraiser will perform review of subject premises. **Business appraiser to work with real estate appraiser as needed** and as possible to help evaluate local market rent conditions. As now required by the SBA, the lender will **provide a purchase agreement or detailed guidance as to which assets and liabilities** are to be incorporated into the valuation analysis and conclusion.
* • Lender may request specific ***“reliance” language or other verbiage*** in support of their loan processing procedures. Complete **confidentiality** will apply and the valuator will not share the results with any other party without written consent to do so.
* • Valuator will provide lender with **Valuation Synthesis and Conclusion** component which addresses the value conclusion, key **SWOT findings** and other key report areas identified in the SBA’s [**Change of Ownership Additional Requirements Submission Checklist**](http://www.sba.gov/idc/groups/public/documents/sba_program_office/bank_changeofowner_addl-info.pdf)**.**
* • Valuator will promptly deliver **one electronic .pdf copy (signed)** to the lender upon completion. Hard copies will be delivered upon request.
* • **Additional requests by lender** with respect to appraisal content shall be provided via addendum

**The following identifies a few important differences between complete and restricted-use reports** as defined by the Uniform Standards of Professional Appraisal Practice (USPAP):

* A complete **Appraisal Report** is the highest level of report; it **is the most thorough and complete** in terms of written analysis, review, discussion and presentation of information. Although there is disagreement among business appraisers and lenders, it is our opinion that a complete Appraisal Report provides the lender with the greatest degree of protection in relation to the validity and value of the SBA guarantee.
* **Restricted Use Reports** do not require the same degree of presentation and discussion as complete reports, and **they typically abbreviate and sometimes even omit certain sections**. Until the SBA clarifies its position, we will provide Restricted Use Reports for those lenders seeking to reduce their borrowers’ costs.

**Special Instructions/Comments (include additional information below or attach another page if needed)**

Click here to enter text.