# U.S. SMALL BUSINESS ADMINISTRATION
# COVID EIDL SERVICING CENTER

## COVID EIDL CHANGE IN OWNERSHIP REQUEST REQUIREMENTS

**ATTENTION:**
This requirements letter is not a commitment by the SBA. Any commitment made by the SBA will be provided separately in writing. Approval of any request may be conditioned on curing defaults, correcting any collateral deficiencies or issues with loan documents and/or payment of material monetary consideration. Additionally, any Consent to Change in Ownership will not release the Original Borrower(s) and/or any Guarantor(s) from liability.

All Borrowers and/or Guarantors are required to provide the following for all applicable sections. Additional documentation may be required for thorough analysis.

**For the U.S. Small Business Administration (SBA) to consider a *Change in Ownership* request, the below documentation must be provided.**

### GENERAL REQUIREMENTS:

1. A **Letter** signed and dated by all interested individuals detailing the request.
2. Completed, signed and dated Consent to Verify Information and 3rd Party Authorization (Borrower Authorization) for all SBA borrower(s) and/or guarantor(s) (if any). (hyperlink to fillable PDF)
3. Copy of the **Agreement** (Purchase Agreement, Stock Sale Agreement, etc.)
4. SBA Form 912 – Statement of Personal History from proposed Owner(s)/Principal(s) (link to fillable PDF)
5. Most recent **YTD Profit and Loss Statement** for the business.
6. Copies of the previous two years' **Federal Tax Returns** for the business
7. **Amended Organizational Documents** of the business, if applicable
8. **Proof of Insurance,** as required by the SBA Loan Authorization and Agreement

*Please submit the above required information to the US Small Business Administration at the* ***Covid EIDL Servicing Center*** *as shown below.* Complete information packages may be emailed to Covideidlservicing@SBA.gov.

**Covid EIDL Servicing Center**
E-mail: Covideidlservicing@SBA.gov
Box.com: Box.com - Upload files to Covid EIDL Servicing Center
Phone: 833-853-5638
Fax: 202-481-5799