



## BUSINESS NARRATIVE Questionnaire & Certification

Borrower Name \_\_\_\_\_ Loan # \_\_\_\_\_  
Business Name \_\_\_\_\_ Website \_\_\_\_\_  
Broker Email \_\_\_\_\_ Processor/LO Email \_\_\_\_\_  
Account Executive \_\_\_\_\_

1. What industry category best describes the borrower's business?  
If "Other" selected, please list here: \_\_\_\_\_
2. Does the business have a physical location? ☐ Yes ☐ No
3. Does the business have more than one physical site? ☐ Yes ☐ No
4. What is the address of the business physical location?
5. How many full-time employees/contractors does the business have?
6. Does the business provide a product (i.e., clothing, food service/restaurant, jewelry, manufacturing, retail sales, etc.)? ☐ Yes ☐ No
7. Does the business provide a service (i.e., accounting, consulting, financial planning, real estate sales, insurance sales, law, therapy, etc.)? ☐ Yes ☐ No
8. Is it a "real estate" related business (i.e., builder, developer, property flipper, etc.)? ☐ Yes ☐ No
9. What percentage of the business do you own? \_\_\_\_\_%
10. How does your business get paid?  
☐ Branch Deposits ☐ Check ☐ Square ☐ Other  
☐ Cash ☐ Online Deposits ☐ Venmo \_\_\_\_\_  
☐ Cash App ☐ PayPal ☐ Zelle
11. Please describe the business operations, how it is managed, and any key details you can provide.

### Fixed Expense Factor Table

Number of Full-time Employees/Contractors	0 – 1	2 – 10	11+
Service Business <sup>1</sup>	30%	50%	60%
Product Business <sup>2</sup>	40%	60%	70%
Real Estate Business <sup>3</sup>	70%	75%	80%

- 1 Service Business examples: Accounting, Consulting, Counseling, Financial Planning, Insurance, Law, Therapy, etc.
- 2 Product Business examples: Clothing/Jewelry, Construction, Food Service/Restaurant, Manufacturing, Retail, Trucking, etc.
- 3 Real Estate Investors (without a schedule of current real estate), Property Developers, and Property Flippers. CPA Letters will not be accepted for a lower expense ratio.