



BUSINESS NARRATIVE Questionnaire & Certification

Borrower Name _____ Contact for Questions on Business Narrative Review:
 Business Name _____ Name _____
 Broker Name _____ Email _____
 RISE TPO Account Executive _____ Processor/LO Email _____

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. Business Website: _____
6. How many full-time employees/contractors does the business have? _____
7. Does the business provide a product (i.e., clothing, food service/restaurant, jewelry, manufacturing, retail sales, etc.)? Yes No
8. Does the business provide a service (i.e., accounting, consulting, financial planning, real estate sales, insurance sales, law, therapy, etc.)? Yes No
9. Is it a “real estate” related business (i.e., builder, developer, property flipper, etc.)? Yes No
10. What percentage of the business do you own? _____%
11. Business is (mark as applicable) Corp LLC Partnership Sole Proprietor
12. Has the business been in existence for at least 2 years? Yes No
13. How does your business get paid?
 Branch Deposits Check Square Other
 Cash Online Deposits Venmo _____
 Cash App PayPal Zelle
14. Please describe the business operations, how it is managed, and any key details you can provide.
15. Business expense factor to be considered based on the table below, OR, an expense factor letter from a CPA/Licensed Tax Preparer will be provided. Expense Factor to consider: _____

Fixed Expense Factor Table			
Number of Full-time Employees/Contractors	0 – 1	2 – 10	11+
Service Business ¹	30%	50%	60%
Product Business ²	40%	60%	70%
Real Estate Business ³	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.