



COMMERCIAL LOAN SERVICING CENTER
 2120 Riverfront Drive Suite 101, Little Rock, Arkansas 72202-1794
 Phone: 800-644-8564 FAX: 202-292-3878 LRSC.Servicing@sba.gov

Loan Re-instatement Request

SBA Loan Number		Borrower's Name	
Current Loan Balance		Maturity Date	

Thank you for informing the SBA that the above-referenced loan was erroneously reported as Paid in Full (PIF) or Fully Cancelled. The SBA will consider re-instating the status of the loan to regular servicing provided the cancellation was not intentional and you certify in writing to the following items:

If any of the items below require more space, please attach a separate sheet.

YES **NO** **CONDITION**

**The determination as to whether there has been any adverse change must be as a result of an analysis of the financial condition of the business based on current financial statements as well as an analysis of the borrower's compliance with the authorization or loan agreement and a review of any changes that have occurred including changes to the organization, management, operations of the business, assets of the borrower(s) and guarantor(s).*

1. ___ ___ Can you certify that there has been no un-remedied adverse change in the financial condition, organization, operations, or fixed assets of the Borrower or Operating Company since the date of the application of the guaranty? If No, explain below.

2. ___ ___ Has the guaranty fee been paid? If No, explain below.

3. ___ ___ Has the loan been disbursed?

4. ___ ___ If so, can you certify that the loan is current? If No, explain below.

5. ___ ___ Has the lender been reporting the loan on all 1502 monthly reports and paying the SBA on-going servicing fees in a timely manner? If No, explain below.

Explain: Please provide all required explanations(attach a sheet if necessary)

An incomplete response will not be processed.

You are encouraged to refer to Standard Operating Procedure (SOP) 50 10 that was in effect at the time the loan was approved, as well as Standard Operating Procedure (SOP) 50-57 for further information.

Note: A history of failure to pay required guaranty fees will impact a lender's participation in SBA programs with delegated authority such as PLP or SBA Express.

I hereby certify that the above statements are a complete copy of the original, true and correct to the best of my knowledge. I further understand that any false statements may result in SBA declining my servicing request.

Name : _____ Date: _____

Title: _____ Fax: _____