



**U.S. SMALL BUSINESS ADMINISTRATION**  
NATIONAL DISASTER LOAN RESOLUTION CENTER  
200 W. SANTA ANA BOULEVARD, SUITE 180  
SANTA ANA, CALIFORNIA 92701

**RELEASE OF LIEN**

In order for the U.S. Small Business Administration (SBA) to consider a release of lien (ROL), the following documentation must be provided:

1. A letter requesting SBA's lien release including the reason for the request and disclose your association you may have with the purchaser, (if any) signed and dated by all SBA borrowers and guarantors.
2. Borrower's Authorization and Consent to Verify Information for all borrower(s)/guarantor(s) shown on title, signed and dated.
3. Financial Statement of Debtor / SBA Form 770 for each borrower(s)/guarantor(s) obligated on the SBA loan, completed in full, signed & dated. If question #33 is a 'yes' on SBA Form 770, provide a detailed statement of your beneficiary status under any pending inheritance or established trust.
4. Last year Federal Tax Return's, inclusive of all pages and schedules. If self-employed, provide the most recent (within 90 days) balance sheet and income statement for your business as well.
5. Provide the current MLS listing for the subject property.
6. Copy of the fully executed Purchase Contract and a copy of the deposit check, or receipt of the deposit.
7. Title report of the subject property, dated within 6 months.
8. Appraisal of the subject property, dated within 6 months.
9. Estimated HUD-1 settlement statement reflecting the amount of consideration offered to the SBA. Consideration for SBA's lien release is required and *SBA's line item must state, "Pay down of the SBA loan," in the event the SBA will not be paid in full.*
10. Provide a payoff statement(s) for each payee listed on the HUD-1.
11. Name, address and phone number of the closing company as well as the full name of the individual closing agent.
12. Written authorization allowing SBA to discuss your loan with third parties, by name, involved in this transaction, if applicable.

The completed package should be sent to <mailto:0946packages@sba.gov>. For large package, please upload your documents using this link, [www.sendthisfile.com/sbandlrc](http://www.sendthisfile.com/sbandlrc). Incomplete packages will not be reviewed. Please be advised that all other collateral documents now in place will remain in effect and all borrower(s) and guarantor(s) will remain legally obligated under the existing terms of the Note, until such Note is paid in full. When the SBA will not be paid in full from the sale of the collateral property, it is not our policy to allow the borrower(s) or guarantor(s) to receive any proceeds from this transaction. Contact the National Disaster Loan Resolution Center at (855) 778-3154, should you have any questions.