



U.S. SMALL BUSINESS ADMINISTRATION
200 WEST SANTA ANA BOULEVARD, STE. 180
SANTA ANA, CALIFORNIA 92701

SUBSTITUTION OF COLLATERAL

SBA is able to consider a substitution of collateral in instances where SBA's equity position is improved or remains similar to the original collateral property and only after any delinquency on the SBA loan has been addressed. In order for the U.S. Small Business Administration (SBA) to consider a substitution of collateral, the following documentation must be provided:

1. A letter requesting SBA's substitution of the collateral and include the reason why this request is being made, 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. Copy of the last year Federal Tax Return's, inclusive of all pages and schedules. If self-employed, also provide your current (within 90 days) balance sheet and income statement of the business.
5. Title report of the collateral property, dated within 12 months.
6. Appraisal of the collateral property, dated within 12 months.
7. Provide a payoff statement(s) for each lien on the collateral property that is senior to the SBA.
8. Title report of the proposed property, dated within 12 months.
9. Appraisal of the proposed property, dated within 12 months.
10. Copy of the fully executed purchase contract(s) and estimated HUD-1(s) for each property (when applicable).
11. Provide a payoff statement(s) for each lien on the proposed property that is senior to the SBA.
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 0946packages@sba.gov. For large package, please upload your documents using this link, www.sendthisfile.com/sbandlrc. Incomplete packages will not be reviewed. Additional documents may be required upon review. 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. Contact the National Disaster Loan Resolution Center at (855) 778-3154, should you have any questions.