



U.S. SMALL BUSINESS ADMINISTRATION
LITTLE ROCK SERVICING CENTER
2120 RIVERFRONT DRIVE, SUITE 100
LITTLE ROCK, AR 72202-1747
(501) 324-5871
FAX (202) 292-3878

DATE:

TO:

In Reference To:

STREAMLINED SERVICING FOR GUARANTEED LOANS

The Little Rock Commercial Loan Servicing Center will no longer acknowledge by stamp action and will not return to the lender any acknowledgement of actions taken by the lender under delegated authority. Please review SBA Notice 5000-917, effective 4/15/04 titled "Implementing the New SBA: Streamlining Loan Servicing". In addition, the SBA CLSC will not retain a copy of the request in the SBA loan file.

The lender is expected to utilize the authority delegated by virtue of SBA designation such as being a PLP lender, an Express Loan program lender or for a loan under the LowDoc Loan Program. For requests that the lender may approve under that authority, the SBA CLSC will not acknowledge the action. The authority granted to lenders is more fully described in the SBA Standard Operating Procedure. For PLP, Express and LowDoc, please refer to SOP 50 50 4, Chapter 6. For actions by other lenders, please refer to Chapter 4, Paragraph 12 & 13.

The only unilateral / delegated actions for which the lender must notify the SBA servicing office are those that require a change in the SBA data base. They are:

1. Loan Cancellations
2. Loan Decreases
3. Change in loan Maturity
4. Extension of Disbursement Period
5. Change in Business Name and Address.

Loan Increases and Change in the SBA guarantee percentage must be submitted for SBA approval.

The lender must continue to submit monthly 1502 reports for payment activity and change in loan status.

For a copy of the Notice 5000-917 or the SOPs, please see the SBA WEB site for lenders at <http://www.sba.gov/banking/>.

For all other actions, please refer to the "Loan Servicing Request Guidelines for the Commercial Loan Servicing Centers".