



UNITED STATES SMALL BUSINESS ADMINISTRATION

COMMERCIAL LOAN SERVICING CENTER

801 R Street, Suite 101

Fresno, California 93721-2365

800-347-0922 202-481-0483 FAX

FSC.Servicing@sba.gov

REFERENCE: SBA Loan Number:

Borrower Name:

Dear Lender:

Thank you for informing the SBA that the above-referenced loan was erroneously reported as CANCELLED. The SBA will consider reinstating the status of the loan back 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)

- **An incomplete and/or unsigned response will not be processed**

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.

6. _____ _____ Please provide all required explanations below: (for example, explain why the lender failed to pay the correct guaranty fee within the required timeframe and what the lender has done to correct the deficiencies in its procedures).

Certified by:

Name (print): _____ Date: _____
Name (signature): _____ Phone: _____
Title: _____ Fax: _____

You are encouraged to refer to Standard Operating Procedure (SOP) **50 10 5 F, Subpart B, Chapter 3, Section V, Paragraph E** for further information.

You must respond to all items above. An incomplete and/or unsigned response will not be processed. You may fax your request to (202) 481-0483 or email it to fsc.servicing@sba.gov. Should you have any questions, please contact the Servicing Department at (800) 347-0922.

Please 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.