



Community Advantage (approved on or after 05/31/2022), Community Express, Express, Export Express, Gulf Opportunity, & Patriot Express

Guaranty Purchase Package Tabs

Effective 05/31/2022

This page and the following Tab Pages were designed to help you assemble your guaranty purchase request package. The use of the following Tab Pages is mandatory for all guaranty purchase packages. Please read and follow instructions provided on each tab sheet. Failure to meet the requirements outlined in these instructions could result in unnecessary delays and/or possible return of the purchase package. If you are unable to provide required documents, please explain in advance to expedite processing. Please ensure that all documents are clearly labeled and presented in the order outlined on this page behind the appropriate tab. **When filling out the Tab Pages, please use the latest version of Adobe Acrobat Pro to achieve best results.**

PLACE ALL SUPPORTING DOCUMENTS BEHIND APPROPRIATE TABS

Tab 1 - General Information

Loan Authorization
Companion Loans
Wire Instructions

Tab 2 - Loan Summary

SBA Assignment Form

Tab 3 - Transcript of Account

Change in Terms Table
CPC Expenses

Tab 4 - Early Default Determination

Tab 5 - Early Default Documentation

Credit Memorandum
Equity Injection
IRS Income Tax Verification

Tab 6 - Business Eligibility

SBA 1920 with supporting documentation
Affiliation
Franchise /Dealer /Jobber /License agreements

Tab 7 - Associates / Obligors

Obligors / Guarantors - Business Entities
Obligors / Guarantors - Individuals

Tab 8 - Special Eligibility

Tab 9 - Use of Proceeds

Machinery and Equipment
Inventory
Working Capital
Lease Hold Improvements
Commercial Real Estate
Refinance
Business Purchase / Change of
Ownership Other

Tab 10: Collateral/Liquidation

List of Collateral / Site Visit
Commercial Real Estate
Residential Real Estate
Business Personal Property
Machinery and Specialized
Equipment Life Insurance
Other Collateral

When complete, please submit your Guaranty Purchase Demand to the appropriate Commercial Loan Service Center:

Commercial Loan Service Center - Little Rock

2120 Riverfront Drive, Suite 100
Little Rock, AR 72202

Phone: 501-324-5871

Fax: 202-292-3878

* Email: lisc.expresspurchase@sba.gov

** File Transfer: [Box.com](https://www.box.com)

Commercial Loan Service Center - Fresno

801 R Street, Suite 101
Fresno, CA 93721

Phone: 800-347-0922

Fax: 202-481-0483

* Email: fsc.expresspurchases@sba.gov

** File Transfer: [Box.com](https://www.box.com)

* When submitting your Purchase Demand by email, ensure the email is no larger than 5 Megabytes in size.

** Submitting your Purchase Demand through "Box.com" is the preferred method of submission because it is easy to use, does not have file size limitations, and can be accessed by several SBA personnel. Please use the link above to attach files.

Under 13 CFR 120.520(b), SBA is not obligated to purchase the guaranteed portion of a loan unless a Lender has submitted to SBA documentation that SBA deems sufficient to allow SBA to determine whether purchase of the guaranty is warranted. Additionally, under 13 CFR 120.520(c), a lender's failure to provide sufficient post-purchase documentation may lead to an initiation of an action for recovery from the lender for moneys paid by SBA to a registered holder on a guaranty. For these reasons, SBA has the right to request additional documentation other than the items listed on this index, and the Lender must comply with SBA's request.



General Information

Prior to Submitting a Purchase Request, the Lender must transfer the loan to liquidation status.

The Borrower must be in default on a payment due on the Note for more than 60 calendar days unless SBA agreed otherwise in writing. (13 C.F.R. § 120.520). The borrower has been in payment default for more than 60 calendar days **OR** SBA approval attached.

Lender's Demand for Purchase - In order for SBA to process the guaranty purchase request, the lender must attach the pre formatted Request to Honor SBA 7(a) Loan Guaranty, signed by an officer of the lending institution.

Date	SBA Loan Name
Name of Participant Lender	SBA Loan Number
Contact Person	Form of Business
Phone Number	Status of Business
Email Address - Required for wire notification purposes	Loan Sold in Secondary?
Select...	Loan Program:
What was the purpose of the loan?	

Attach a copy of the **Loan Authorization** and include any **Modifications** to the Loan Authorization (if exists).

In the Loan Summary on Tab 2, provide a listing of each Servicing Action taken during the life of the loan. If approved by SBA, provide a copy of the approval letter.

SOP 50 10 states that the maturity date stated in the Note is the basis for determining when an SBA guaranty expires. The regulations further require that a demand for purchase be submitted within 180 days of loan maturity or within 180 days of the completion of liquidation or debt collection litigation in connection with a matured loan.

What date was identified in the Note or subsequent Modification as the maturity date?

Yes No Will this purchase demand be submitted for purchased within 180 days of Note maturity?

If No, please attach a written explanation why demand was not made within 180 days of Note maturity.

Did the loan originate under ARRA, JOBS Act, or Veterans Advantage?

For ARRA and JOBS Act: Attach copy of Immigration Certification. If Certification is missing, please explain why on separate sheet of paper.

For ARRA: Attach Use of Proceeds restricted use Certification. If Certification is missing, please explain why on separate sheet of paper.

For ARRA: Attach Restricted use explanation. If applicable.

For ARRA: Attach Borrower and/or Operating Company Certification, prior to first disbursement, that alternative funding has been obtained to finance restricted use of the project. If applicable.

For Veteran Advantage: Attach required eligibility documentation. Provide explanation if ineligible for program if loan was granted.

COMPANION LOANS

If the Obligor(s) / Guarantor(s) have any other SBA Guaranteed or Non-Guaranteed Loans with your Lending Institution, identify those loans by loan number below. For SBA Guaranteed Loans, provide a copy of the Loan Authorization and for Non-SBA Guaranteed loans provide a copy of your Credit Memorandum. Use +/- buttons to add or remove Companion Loans.

Companion Type	Loan Number	Documentation Required
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WIRE INSTRUCTIONS

What is the Bank Type:

Bank Name:

City:

State:

Wire Contact Name:

Wire Contact Phone:

A. Bank to receive wire transfer for amounts > \$5,000:

Wire Transfer #:

Account Type:

Account #:

B. Bank to receive ACH for amounts < \$5,000:

ACH Routing Transit #:

ACH Account Number #:

When SBA honors its guaranty and the amount is \$5,000 or less, funds are not wired. Funds are remitted by Denver Finance Center via ACH only. A check for the purchase amount will not be mailed.

Bank to which payment will be further credited if different from above:

What is the Bank Type:

Bank Name:

City:

State:

Wire Contact Name:

Wire Contact Phone:

Wire Transfer #:

Account Type:

Account #:

Additional Wire Information / Comments:



Loan Summary

Purchase **with** Charge-Off: The Agency will charge-off the loan and, if appropriate, refer to Treasury for offset.

- * **Ch 7 Bankruptcy** may be considered closed if a final report of distributions/no distributions was issued.
- * **Other Bankruptcy proceedings** may be considered closed if the Bankruptcy Plan has been confirmed and clearly documents there will be no payments for the level of claim made by the lender.
- ** **Treasury Offset Program** - The Dept. of the Treasury will intercept any federal payment going to the obligor/guarantor (tax refunds, federal contract payments, etc.)
- *** **Treasury Offset Servicing** - The Dept. of the Treasury will fully pursue any obligor/guarantor who remains liable through enforced collection efforts in addition to offset of any federal payments.

If you are requesting a Purchase with Charge-Off, you must provide a copy of an executed Assignment

Download and attach an executed [SBA Assignment](#) behind this Tab

Purchase **without** Charge Off: The Agency will **NOT** charge off the loan.

Lender must adhere to the **Reporting Requirements**, as well as the **Wrap-up Reporting Requirements**, as outlined in **SOP 50 57**

For loans approved before December 8, 2004, SBA will collect an Annual Service Fee through the date of guaranty purchase in the amount in place at the time the loan was approved.

For loans approved on or after December 8, 2004:

- a. If the Lender submits a Wrap-up Report acceptable to SBA concurrently with its guaranty purchase request, SBA will collect an Annual Service Fee in the amount in place at the time the loan was approved for a maximum of 120 calendar days from the last interest paid to date and "0" percent thereafter.
- b. If the Lender does not submit a Wrap-Up Report acceptable to SBA concurrently with its guaranty purchase request, SBA will collect an Annual Service Fee in the amount in place at the time the loan was approved through the date the Lender submits demand of the guaranty purchase and a complete guaranty purchase package acceptable to SBA.

Please include a detailed summary of the following:

- Nature of the Business
- Cause of Default
- Summary of Servicing Actions
- Liquidation effort put forth by the lender
- Actions taken to pursue the obligor(s) / guarantor(s)

Loan Summary:



Transcript of Account

TERMS OF THE LOAN

Use the table below to identify each change in the terms of the loan. Begin with the **Original Note** and continue by identifying each change in terms in the subsequent rows. Place in chronological order.

Event	Date of Event	Payment Required	Summary of Terms/Changes	Behind this Tab...

For Secondary Market loans, lender must attach evidence of investor's approval of modifications as applicable.

LOAN TRANSCRIPT SUMMARY

Loan Maturity Date:	<input type="text"/>	<input type="text"/>	Loan Balance at time of Earliest Uncured Pmt Default
If Accelerated - Date of Acceleration:	<input type="text"/>	<input type="text"/>	Recoveries from Account Offset
Date of Uncured Payment Default:	<input type="text"/>	<input type="text"/>	Recoveries from Agency Approved OIC
Interest Rate @ Earliest Uncured Pmt Default:	<input type="text"/>	<input type="text"/>	Total Recovery from liquidation of collateral/litigation
Scheduled Pmt @ Earliest Uncured Pmt Default:	<input type="text"/>	<input type="text"/>	Expenses of Liquidation deducted from collateral sale
Date to which interest is paid:	<input type="text"/>	<input type="text"/>	Expenses of Litigation deducted from sale of collateral
Date of Transfer to Liquidation:	<input type="text"/>	<input type="text"/>	Net Recoveries
Initial Disbursement Date:	<input type="text"/>	<input type="text"/>	Current Loan Balance
Final Disbursement Date:	<input type="text"/>	<input type="text"/>	Voluntary Repair

- Yes No N/A Have all payment received after loan transferred to liquidation been applied to principal?
- Yes No N/A Have all available recoveries been recorded on the transcript?
- Yes No N/A Have all available recoveries been applied to principal?
- Yes No N/A Did lender receive Section 1112 payments and apply them in accordance with applicable Procedural Notices?

Attach a Certified copy of the Transcript of Account behind this Tab.

The Certified Transcript of Account is a document which accounts for the disbursement of loan proceeds and applications of payments. [SBA Form 1149](#) is the Agency's preferred Transcript of Account Form. All transcripts of account, including the SBA Form 1149, must contain the following:

- SBA loan name and 10 Digit loan number.
- Method used for interest computation (360 day or 365). SBA calculates interest based on 365 days.
- Date and amount of each disbursement.
- Date and amount of each payment showing principal and interest applications.
- Show interest *From* and *To* dates for each payment application.

Date interest rate changes occurred.

Next payment date (defined as the "default date") [Identify Default date on the Transcript of Account](#)

If applicable, the amount of lender's successful bid at foreclosure sale (reflected on transcript as a credit to the principal balance)

Record of all recoveries and expenses - legal fees will be paid separately, if approved

Indicate all deferments. [Identify each deferment on the Transcript of Account](#)

a. Dates

b. Principal and Interest or Interest only

Note source of funds if payment was applied to principal.

Indicate if your ending balance agrees with your 1502 report.

Note: For loans sold into the secondary market after January 31, 2011, SBA will only pay 120 days of interest. Any interest above 120 days paid to the investor will be billed to the lender.

LEGAL EXPENSES AND EXPENSES FOR THE CARE AND PRESERVATION OF COLLATERAL

Please use the [Care and Preservation of Collateral \(CPC\) Tabs, located here](#). When submitting Recoverable Expense requests with the [Purchase Package](#) or [Wrap-up Report \(Charge Off Tabs\)](#), please attach the CPC Tabs (or equivalent) and supporting documentation behind TAB 9.

Any cost, fee or other amount that a Lender seeks to treat as a Recoverable Expense must be reviewed and approved by SBA including expenses that the Lender has already deducted from recoveries. **Carefully document the CPC Tabs.** Only those expenses that are fully documented with paid invoices and found both reasonable and prudent will be reimbursed. All unsubstantiated expenses will be removed from the purchase.

We have recoverable expenses. CPC Tabs (or equivalent) and supporting documentation will be attached behind TAB 9.

Important Consideration: requests for approval of Recoverable Expenses may only be submitted with the Lender's Purchase Package or with the Lender's Wrap-up Report (Charge Off Tabs). **Please read [SBA Informational Notice 5000-1311](#) for guidance on when lenders may submit requests for approval of Recoverable Expenses.**

Important Consideration: Lenders must obtain SBA's prior approval of a litigation plan and budget before proceeding with non-routine litigation, which includes anticipated legal fees of \$10,000.00 or more. See SOP 50 57



Early Default Determination

Effective 05/31/2022

Click to select date of **initial** disbursement

Click to select date of **final** disbursement (A revolving line of credit is considered fully disbursed at time of initial disbursement)

Click to select Date of Default

YES NO

YES NO

YES NO

Based on the information provided above

If this is NOT an early default, proceed to TAB 6 - Business Eligibility

If this is an EARLY DEFAULT, continue to TAB 5 - Early Default Documentation

If loan is not deemed an early default, SBA has the right to request the lender's credit memo utilized to approve the loan and any other documentation deemed necessary to complete the guaranty purchase review.



Early Default Documentation

Early Default Status

(If No Early Default, skip this tab)

For all early default loans approved under delegated authority, attach a copy of lender's credit write-up and documentation used and/or relied upon to justify loan approval. Please refer to the SOP 50 10 in effect at the time the loan was approved.

EQUITY INJECTION

Yes No Was an Equity Injection required by the Loan Authorization or the Credit memorandum? **If Yes, use the table below to document the Equity Injection requirement(s) and answer questions. If no, Skip to Tab 6. Addendum on next page**

Equity	Required Amount	Actual Amount	\$ Variance	Explain Difference
Total:				

- Yes No** Was verification of the Equity Injection required as part of your standard process for similarly-sized, non-SBA guaranteed commercial loans?
If yes, attach verification of borrower's Equity Injection behind this Tab.
- Yes No** Was Standby Agreement required as part of the Equity Injection?
If yes, attach a copy of the Standby Agreements and any resulting Notes.
- Yes No** Was evidence of sourcing of the Equity Injection Required?
If yes, attach supporting documentation as required as part of your standard process for similarly-sized, non-SBA guaranteed commercial loans.

IRS INCOME TAX VERIFICATION:

If the business financial information was used to determine the applicant/seller's creditworthiness, Lenders must attach copies of applicant/seller IRS Tax Transcripts for the last 3 years in operation; if start-up, all years of operation.



Business Eligibility

For Express, Community Express, Export Express or Patriot Express Loans attach SBA Form 1920 or SBA Form 2238 with applicable attachments. For Gulf Opportunity (GO) Loans, attach SBA Form 2276 B and C.

If the Business applicant had affiliates, attach your analysis of affiliation.

Yes No Did the borrower operate under a franchise, license, dealer, jobber or similar agreement?
For loans made prior to January 1, 2017:

Yes No If Yes, does the Franchise Registry show SBA approval for the specific Franchise Agreement and year that the borrower operated under?

- Attach a copy of the franchise agreement signed by the borrower and showing the date/version of the agreement and state the date SBA approved that version of the franchise agreement.
- Attach a copy of any applicable addendum to the Franchise Agreement as reflected on the registry's SBA approval page.
- Attach all documentation that evidences compliance/non-compliance with all SBA conditions required by eligibility notes shown on the registry's SBA approval page.
- Attach a copy of the signed "Certificate of Franchise Documents".
- Attach a copy of all documents evidencing the lender's review and analysis of the Franchise/Dealer/Jobber/License or similar agreement in compliance with SOP 50 10 5.
- If not on the Franchise Registry, then attach a copy of the Franchise/Dealer/Jobber/License or similar agreement signed by the borrower and Lender's Franchise Eligibility Analysis (or approval you received from the SBA).

For loans made from January 1, 2017 to December 31, 2017:

- Attach a copy of the executed SBA addendum, or Franchisor's negotiated addendum (no negotiated addendums allowed prior to February 14, 2017).

For loans made from January 1, 2018 to present:

- Franchise must have been shown as eligible on the SBA Franchise Directory at the time of origination.
- Attach a copy of the required addendum any other supplemental documentation required for the franchise on the Franchise Directory in the Notes section.

If use of proceeds involved \$10,000 or more in construction or improvements, please submit signed SBA Form 601

For loan structures that involve an EPC/OC, provide evidence that working capital proceeds were disbursed to the OC. Attach Assignment of Rents and lease between EPC and OC.

If Applicant paid or committed to pay a fee to a third party to assist in the preparation of the loan application or application materials, or the Applicant or Lender paid or committed to pay a referral agent or broker fee, attach the SBA Form 159(7a). There must be a completed Agreement for each Agent compensated by the Applicant. If the certifications are made by a legal entity other than an individual (e.g., corporation, limited liability company), execution of the certification must be in the legal entity's name by a duly authorized officer or other representative of the entity; if by a partnership, execution of the certification must be in the partnership's name by a general partner. If the total compensation exceeds \$2,500, the compensation must be itemized.



Obligor/Guarantor

Identify the type:

Complete this Tab for each Obligor/Guarantor (Business Entity or Individual). Additional pages may be found behind this page. Please enter Sole Proprietorship information in this section.

Name:

Last Known Address In order to ensure this Individual receives the Due Process Letter or other Legal Notices, what address should be used?

If this individual/entity should be referred to Treasury, select referral type:

Social Security Number/EIN:

What documentation will verify the SSN/EIN identified above?

Please attach above referenced document.

Yes No N/A For loans approved on a Delegated basis, was CAIVRS checked to determine if this Individual had outstanding "Delinquent Federal Debt"?

If Yes, attach a copy of the CAIVRS Pre screening results along with any applicable SBA waiver or documentation substantiating your verification that all "Delinquent Federal Debt" had been fully satisfied.

If No and this loan was approved on or after 10/01/2012, provide an explanation of how the applicant business was determined eligible under 31 CFR § 285.13. **If the loan was approved prior to 10/01/2012, please indicate "N/A".**

If the Note was Accelerated and Demand was made on this Business Entity / Individual , attach a copy of the Acceleration and/or Demand.

Yes No Was this Business Entity / Individual required to guaranty the loan?

If Yes, attach a copy of the Guaranty.

Attach SBA Form 1919 or SBA Form 2301, Part A.

If SBA Form 1919 or SBA Form 2301, Part A indicates this Individual is not a U.S. citizen, attach a copy of a stamped UCIS G-845 and a USCIS Form I-551 or acceptable substitute evidencing LPR status . If clearance did not occur, provide an explanation below as to why the loan should be eligible for guaranty.

If SBA Form 1919 or SBA Form 2301, Part A indicates this Individual has a criminal history, attach evidence that SBA cleared the SBA Form 912. If that clearance did not occur, provide an explanation below as to why the loan should be eligible for guaranty.

Yes No Did this Business Entity / Individual file Bankruptcy? If yes, attach summary and additional docs (e.g. Notice to Creditors, Relief of Stay, etc.)

Yes No Does this Business Entity / Individual remain liable for the loan balance?



Obligor/Guarantor

Identify the type:

Complete this Tab for each Obligor/Guarantor (Business Entity or Individual). Additional pages may be found behind this page. Please enter Sole Proprietorship information in this section.

Name:

Last Known Address In order to ensure this Individual receives the Due Process Letter or other Legal Notices, what address should be used?

If this individual/entity should be referred to Treasury, select referral type:

Social Security Number/EIN:

What documentation will verify the SSN/EIN identified above?

Please attach above referenced document.

Yes No N/A For loans approved on a Delegated basis, was CAIVRS checked to determine if this Individual had outstanding "Delinquent Federal Debt"?

If Yes, attach a copy of the CAIVRS Pre screening results along with any applicable SBA waiver or documentation substantiating your verification that all "Delinquent Federal Debt" had been fully satisfied.

If No and this loan was approved on or after 10/01/2012, provide an explanation of how the applicant business was determined eligible under 31 CFR § 285.13. **If the loan was approved prior to 10/01/2012, please indicate "N/A".**

If the Note was Accelerated and Demand was made on this Business Entity / Individual , attach a copy of the Acceleration and/or Demand.

Yes No Was this Business Entity / Individual required to guaranty the loan?

If Yes, attach a copy of the Guaranty.

Attach SBA Form 1919 or SBA Form 2301, Part A.

If SBA Form 1919 or SBA Form 2301, Part A indicates this Individual is not a U.S. citizen, attach a copy of a stamped UCIS G-845 and a USCIS Form I-551 or acceptable substitute evidencing LPR status . If clearance did not occur, provide an explanation below as to why the loan should be eligible for guaranty.

If SBA Form 1919 or SBA Form 2301, Part A indicates this Individual has a criminal history, attach evidence that SBA cleared the SBA Form 912. If that clearance did not occur, provide an explanation below as to why the loan should be eligible for guaranty.

Yes No Did this Business Entity / Individual file Bankruptcy? If yes, attach summary and additional docs (e.g. Notice to Creditors, Relief of Stay, etc.)

Yes No Does this Business Entity / Individual remain liable for the loan balance?



Obligor/Guarantor

Effective 05/31/2022

Identify the type:

Complete this Tab for each Obligor/Guarantor (Business Entity or Individual). Additional pages may be found behind this page. Please enter Sole Proprietorship information in this section.

Name:

Last Known Address In order to ensure this Individual receives the Due Process Letter or other Legal Notices, what address should be used?

If this individual/entity should be referred to Treasury, select referral type:

Social Security Number/EIN:

What documentation will verify the SSN/EIN identified above?

Please attach above referenced document.

Yes No N/A For loans approved on a Delegated basis, was CAIVRS checked to determine if this Individual had outstanding "Delinquent Federal Debt"?

If Yes, attach a copy of the CAIVRS Pre screening results along with any applicable SBA waiver or documentation substantiating your verification that all "Delinquent Federal Debt" had been fully satisfied.

If No and this loan was approved on or after 10/01/2012, provide an explanation of how the applicant business was determined eligible under 31 CFR § 285.13. **If the loan was approved prior to 10/01/2012, please indicate "N/A".**

If the Note was Accelerated and Demand was made on this Business Entity / Individual , attach a copy of the Acceleration and/or Demand.

Yes No Was this Business Entity / Individual required to guaranty the loan?

If Yes, attach a copy of the Guaranty.

Attach SBA Form 1919 or SBA Form 2301, Part A.

If SBA Form 1919 or SBA Form 2301, Part A indicates this Individual is not a U.S. citizen, attach a copy of a stamped UCIS G-845 and a USCIS Form I-551 or acceptable substitute evidencing LPR status . If clearance did not occur, provide an explanation below as to why the loan should be eligible for guaranty.

If SBA Form 1919 or SBA Form 2301, Part A indicates this Individual has a criminal history, attach evidence that SBA cleared the SBA Form 912. If that clearance did not occur, provide an explanation below as to why the loan should be eligible for guaranty.

Yes No Did this Business Entity / Individual file Bankruptcy? If yes, attach summary and additional docs (e.g. Notice to Creditors, Relief of Stay, etc.)

Yes No Does this Business Entity / Individual remain liable for the loan balance?



Obligor/Guarantor

Effective 05/31/2022

Identify the type:

Complete this Tab for each Obligor/Guarantor (Business Entity or Individual). Additional pages may be found behind this page. Please enter Sole Proprietorship information in this section.

Name:

Last Known Address In order to ensure this Individual receives the Due Process Letter or other Legal Notices, what address should be used?

If this individual/entity should be referred to Treasury, select referral type:

Social Security Number/EIN:

What documentation will verify the SSN/EIN identified above?

Please attach above referenced document.

Yes No N/A For loans approved on a Delegated basis, was CAIVRS checked to determine if this Individual had outstanding "Delinquent Federal Debt"?

If Yes, attach a copy of the CAIVRS Pre screening results along with any applicable SBA waiver or documentation substantiating your verification that all "Delinquent Federal Debt" had been fully satisfied.

If No and this loan was approved on or after 10/01/2012, provide an explanation of how the applicant business was determined eligible under 31 CFR § 285.13. **If the loan was approved prior to 10/01/2012, please indicate "N/A".**

If the Note was Accelerated and Demand was made on this Business Entity / Individual , attach a copy of the Acceleration and/or Demand.

Yes No Was this Business Entity / Individual required to guaranty the loan?

If Yes, attach a copy of the Guaranty.

Attach SBA Form 1919 or SBA Form 2301, Part A.

If SBA Form 1919 or SBA Form 2301, Part A indicates this Individual is not a U.S. citizen, attach a copy of a stamped UCIS G-845 and a USCIS Form I-551 or acceptable substitute evidencing LPR status . If clearance did not occur, provide an explanation below as to why the loan should be eligible for guaranty.

If SBA Form 1919 or SBA Form 2301, Part A indicates this Individual has a criminal history, attach evidence that SBA cleared the SBA Form 912. If that clearance did not occur, provide an explanation below as to why the loan should be eligible for guaranty.

Yes No Did this Business Entity / Individual file Bankruptcy? If yes, attach summary and additional docs (e.g. Notice to Creditors, Relief of Stay, etc.)

Yes No Does this Business Entity / Individual remain liable for the loan balance?



Obligor/Guarantor

Effective 05/31/2022

Identify the type:

Complete this Tab for each Obligor/Guarantor (Business Entity or Individual). Additional pages may be found behind this page. Please enter Sole Proprietorship information in this section.

Name:

Last Known Address In order to ensure this Individual receives the Due Process Letter or other Legal Notices, what address should be used?

If this individual/entity should be referred to Treasury, select referral type:

Social Security Number/EIN:

What documentation will verify the SSN/EIN identified above?

Please attach above referenced document.

Yes No N/A For loans approved on a Delegated basis, was CAIVRS checked to determine if this Individual had outstanding "Delinquent Federal Debt"?

If Yes, attach a copy of the CAIVRS Pre screening results along with any applicable SBA waiver or documentation substantiating your verification that all "Delinquent Federal Debt" had been fully satisfied.

If No and this loan was approved on or after 10/01/2012, provide an explanation of how the applicant business was determined eligible under 31 CFR § 285.13. **If the loan was approved prior to 10/01/2012, please indicate "N/A".**

If the Note was Accelerated and Demand was made on this Business Entity / Individual , attach a copy of the Acceleration and/or Demand.

Yes No Was this Business Entity / Individual required to guaranty the loan?

If Yes, attach a copy of the Guaranty.

Attach SBA Form 1919 or SBA Form 2301, Part A.

If SBA Form 1919 or SBA Form 2301, Part A indicates this Individual is not a U.S. citizen, attach a copy of a stamped UCIS G-845 and a USCIS Form I-551 or acceptable substitute evidencing LPR status . If clearance did not occur, provide an explanation below as to why the loan should be eligible for guaranty.

If SBA Form 1919 or SBA Form 2301, Part A indicates this Individual has a criminal history, attach evidence that SBA cleared the SBA Form 912. If that clearance did not occur, provide an explanation below as to why the loan should be eligible for guaranty.

Yes No Did this Business Entity / Individual file Bankruptcy? If yes, attach summary and additional docs (e.g. Notice to Creditors, Relief of Stay, etc.)

Yes No Does this Business Entity / Individual remain liable for the loan balance?



Obligor/Guarantor

Identify the type:

Complete this Tab for each Obligor/Guarantor (Business Entity or Individual). Additional pages may be found behind this page. Please enter Sole Proprietorship information in this section.

Name:

Last Known Address In order to ensure this Individual receives the Due Process Letter or other Legal Notices, what address should be used?

If this individual/entity should be referred to Treasury, select referral type:

Social Security Number/EIN:

What documentation will verify the SSN/EIN identified above?

Please attach above referenced document.

Yes No N/A For loans approved on a Delegated basis, was CAIVRS checked to determine if this Individual had outstanding "Delinquent Federal Debt"?

If Yes, attach a copy of the CAIVRS Pre screening results along with any applicable SBA waiver or documentation substantiating your verification that all "Delinquent Federal Debt" had been fully satisfied.

If No and this loan was approved on or after 10/01/2012, provide an explanation of how the applicant business was determined eligible under 31 CFR § 285.13. **If the loan was approved prior to 10/01/2012, please indicate "N/A".**

If the Note was Accelerated and Demand was made on this Business Entity / Individual , attach a copy of the Acceleration and/or Demand.

Yes No Was this Business Entity / Individual required to guaranty the loan?

If Yes, attach a copy of the Guaranty.

Attach SBA Form 1919 or SBA Form 2301, Part A.

If SBA Form 1919 or SBA Form 2301, Part A indicates this Individual is not a U.S. citizen, attach a copy of a stamped UCIS G-845 and a USCIS Form I-551 or acceptable substitute evidencing LPR status . If clearance did not occur, provide an explanation below as to why the loan should be eligible for guaranty.

If SBA Form 1919 or SBA Form 2301, Part A indicates this Individual has a criminal history, attach evidence that SBA cleared the SBA Form 912. If that clearance did not occur, provide an explanation below as to why the loan should be eligible for guaranty.

Yes No Did this Business Entity / Individual file Bankruptcy? If yes, attach summary and additional docs (e.g. Notice to Creditors, Relief of Stay, etc.)

Yes No Does this Business Entity / Individual remain liable for the loan balance?



U.S. Small Business Administration

Special Program Eligibility

Choose a loan Program, then move to the matching section to complete that section:

Community Advantage (approved on or after 05/31/22): SBA Form 2449.

Community Express : Choose eligibility criteria used in making this loan: Please provide documentation to support loan program eligibility according to SOP 50 10 /SBA Procedural Notice in effect at the time loan was approved.

SBA-Gulf Opportunity (GO): Provide all documentation to support loan eligibility including SBA FORM 2281.

Patriot Express: Attach documentation verifying 51% or more of the business is owned and controlled by an individual or individuals in one or more of the eligible groups identified in SOP 50 10 and DOD/DVA documentation used to verify borrower's eligibility.

Export Express - Attach a copy of Borrower's Export Plan or Questionnaire and complete questions below.

Is the borrower a gas station (NAICS 721), accommodation business (NAICS 447), ESOP, cooperative, or single/multi-employer 401(k) plan? **If Yes, attach the following:** Explanation. (These business categories became ineligible on or after October 1,2020).

At time of loan approval, had the applicant business been in operation for at least 12 full months? **If No, attach the following:** Documentation that the applicant's key personnel had demonstrated export expertise along with substantial previous successful business experience, and that lender's underwriting did not rely solely on credit scoring.

Was the borrower's Export Express eligibility based solely on indirect exporting?

If Yes, attach the following: Documentation (e.g., letter, invoice, order or contract from borrower's domestic customer) that borrower's goods or services were to be exported.

Use of proceeds was solely to finance working capital for *specifically-identified* direct or indirect export transactions (as opposed to a permanent working capital loan or general line of credit)? **If Yes, attach the following as applicable:** Documentation that none of these *specific* export transactions were to a country listed with Note 7 on [Ex-Im Bank's Country Limitation Schedule](#).

Use of proceeds was to support the issuance of a standby letter of credit, and loan amount was over \$25,000? **If Yes:**

Was the standby letter of credit secured by cash collateral (or equivalent) equal to at least 25% of the face amount of the standby and has this collateral been liquidated and applied to the loan? **If No, attach the following:** A narrative explaining how Export Express collateral requirements were met.



Community Advantage (approved on or after 05/31/2022), Community Express, Export Express, Gulf Opportunity & Patriot Express

Use of Proceeds

Effective 05/31/2022



Community Advantage (approved on or after 05/31/2022), Community Express, Export Express, Gulf Opportunity & Patriot Express
Debt Refinance / Payment of Trade Accounts / Interim & Bridge Loans

Attach documentation supporting each disbursement. Records should be consistent with Lenders' non-SBA loans.

What was the purpose of debt being paid off?

Yes No Did the loan proceeds pay off existing debt?

If Yes, attach Debt Schedule (Schedule should include justification, conditions and terms of each debt financed).
If Yes, attach Associated Notes, Payoff Statements or proof of payment (disbursement check or closing statement).

Yes No Was the refinanced debt a credit card debt?

If Yes, attach supporting documentation used to originate the loan as required by the SOP in effect at origination.

Yes No Did Loan proceeds refinance Same Institution Debt?

Attach a transcript showing the due dates and when payments were received for the prior 36 months, or life of the loan whichever is less. Include an explanation of any late payments and late charges that have occurred during the last 36 months.

Yes No Did loan proceeds pay off lender's interim/bridge loan?

If yes, attach lender's Approval Documentation of Interim/Bridge Loan.

What was the date of Non-SBA Interim/Bridge Loan approval?

What was the Date the Lender Received the SBA Loan Number? If the difference between the two dates above exceeds 90 days, please provide an explanation as to why.

Yes No Was the purpose of the Interim/Bridge Loan for Construction?



Business Purchase / Change of Ownership

Attach documentation supporting each disbursement the same as Lender customarily documents their non-SBA loans. Attach a copy of the Business Purchase Agreement.

For a Change of Ownership, provide a copy of the business valuation and analysis as required by SOP 50 10 in effect at the time the loan was approved.

Yes No Was this an arms-length transaction?

Yes No Did the purchase agreement allow for a seller consulting period? If Yes, attach the details of the consulting period.

Yes No Did the purchase agreement allow for additional monetary benefit or compensation for the seller?

- Attach the details of the additional monetary benefit or compensation.
- Attach an executed Purchase / Sale Contract and any Addendums, Executed Bill of Sale, Executed Closing Statements.

IRS INCOME TAX VERIFICATION: _____

If the business financial information was used to determine the applicant/seller's creditworthiness, Lenders must attach copies of applicant/seller IRS Tax Transcripts for the last 3 years in operation; if start-up, all years of operation.



Collateral - Liquidation (Secured)

List of how and when each significant item or category of collateral (i.e., real property with a Recoverable Value of \$10,000 or more per parcel, and personal property with an aggregate or individual Recoverable Value of \$5,000 or more) was liquidated and the amount recovered;

List of any remaining collateral;

Justification for abandoning any remaining collateral, and a description of the efforts made to compromise with the owner-Obligor if it includes a lien on a personal residence;

Summary section of any post-default Appraisal;

With regard to commercial real property collateral, the summary section of any post-default Environmental Investigation Report or an explanation for why an Environmental Investigation was neither necessary nor prudent;

Description of the efforts to liquidate any life insurance policy with a cash-surrender value.

Attach a copy of the post-default Site Visit Report, previously approved site visit waiver, or an explanation for why a site visit was not conducted, i.e., why a site visit was neither necessary or prudent.

Collateral Liquidation Activity



Collateral - Liquidation

Secured

Identify, below, collateral as required by the Loan Authorization or any subsequent modification:

Collateral Requirement

Collateral At The Time of Default

Type of Collateral	Lien Position	Status	Lien Position	Actual/Estimated Recoveries
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If collateral released/modified/sold, provide details:

General Collateral Summary (if litigation is involved, include case # and explanation of outcome/expectation):

Yes No At time of default, was the aggregate recoverable value of the personal property equal or greater than \$5,000 or was the aggregate recoverable value of each parcel or real property collateral equal or greater than \$10,000?

If yes, attach a copy of the Site Visit. Date of Site Visit:

If you did **not** conduct a timely site visit, please provide an explanation:

Attach, if applicable:

- Police/fire reports and/or insurance claims, if damaged/vandalized
- Purchase/Sale Agreement, HUD-1, Settlement Statement, Bill of Sale, if sold
- Post Default Appraisal(s) --- and Cost Benefit Analysis, if abandoned
- Original Appraisal
- Deeds of Trust/Mortgage(s)
- Vehicle/Manufactured home Title
- Final Title Policy, Post-Default Property Lien Search
- Security Agreement(s)
- UCC Financing/Continuation/Amendment/Termination Statement(s)
- Fixture Filings
- Landlord Subordination/Waiver
- Lease Agreement
- Assignment of Leases and Rents
- Liquor License
- Summary and Conclusion pages of Environmental Investigations, if required per SOP 50 10
- Foreclosure or other litigation documentation, pleadings, schedules, etc.



Collateral - Liquidation

Effective 05/31/2022

Include a copy of this Tab with your purchase demand.