



# Universal Purchase Package (UPP)

Effective August 1, 2023

This Universal Purchase Package was designed to help with the assembly of a guaranty purchase request package for all 7(a) loan types. Please read and follow instructions provided on each tab. Complying with the requirements, in addition to clearly labeling and presenting each document in the order outlined, will ensure an expeditious review of this package. *Please use the latest desktop version of Adobe Acrobat Pro or Reader to achieve best results.*

## PLEASE PLACE ALL SUPPORTING DOCUMENTS BEHIND THE APPROPRIATE TABS

Although we seek to arrive at a favorable determination, it must be noted, 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 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.

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Once complete, **please upload your Guaranty Purchase Package to E-Tran** and send notification OR submit it to the appropriate Center:

### 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](mailto:fsc.expresspurchases@sba.gov)  
\*\* Secure File Transfer: [Box.com](#) or [Send This File](#)

### Commercial Loan Service Center - Little Rock

2120 Riverfront Drive, Suite 100  
Little Rock, AR 72202

Phone: 501-324-5871  
Fax: 202-292-3878

\* Email: [lpsc.expresspurchase@sba.gov](mailto:lpsc.expresspurchase@sba.gov)  
\*\* File Transfer: [Box.com](#) or [Send This File](#)

### National Guaranty Purchase Center

1165 Herndon Parkway  
Herndon, VA 20170

Phone: 703-487-9283  
Fax: 202-481-4674

\*Email: [ngpcprepp@sba.gov](mailto:ngpcprepp@sba.gov) for Pre Purchases OR  
[ngpcpostpp@sba.gov](mailto:ngpcpostpp@sba.gov) for Post Purchases

\*\*Secure File Transfer: [Send This File](#) OR  
[Box.com](#) (Pre Purchases) [Box.com](#) (Post Purchases)

\*When submitting your Purchase Demand by email, ensure the email is no larger than 5 Megabytes in size. [Learn how to compress the size of the PDF.](#)

\*\*Submitting your purchase request through secure file transfer is the preferred method of submission because it is easy to use and can be accessed by several SBA personnel. Please use the link(s) above to attach files.



# General Loan 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.

[Request to Honor SBA 7\(a\) Loan Guaranty](#) signed by an officer of the lending institution attached **OR** Purchase already occurred.

**Lender has reviewed E-Tran and acknowledges the information accurately reflects the Lender's loan records.**

|  |  |  |
|--|--|--|
| Date:  | SBA Loan Number:   | SBA Loan Name:   |
| Participating Lender:  | Contact Person:  |  |
| Phone Number:  | Email Address:   |  |
| Is the loan structured as EPC/OC?  | Yes  | No   |
| Purpose of the loan:   | <div style="border: 1px solid red; padding: 5px; display: inline-block;"> <p>Secured</p> <p>Unsecured</p> </div> | Loan sold on Secondary Market? <b>ORIGINAL</b> loan approval amount?<br><br>Select the loan approval type: |
| Did the loan originate under ARRA, JOBS Act, STAR or Veterans Advantage? |  |  |

Attach a copy of the **Loan Authorization/Digital E-Tran Approval**; include all Modifications thereto.

[\(13 C.F.R. § 120.524\(a\)\(8\)\)](#) A request for purchase must 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.

If this request was not made within 180 days of Note maturity, check here and attach a written explanation.

## COMPANION LOANS

If the Obligor(s) / Guarantor(s) have any other SBA Guaranteed or Non-Guaranteed Loans with your Lending Institution, identify below.

| Companion Type | Loan Number | Documentation Required |
|----------------|-------------|------------------------|
|----------------|-------------|------------------------|



# Wire Transfer Instructions

## WIRE INSTRUCTIONS

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

What is the Bank Type:

Wire Transfer # :

Bank Name:

Account Type :

City:

Account # :

State:

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

Wire Contact Name:

ACH Routing Transit # :

Wire Contact Phone:

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:

Wire Transfer #:

Bank Name:

Account Type:

City:

Account #:

State:

Wire Contact Name:

Wire Contact Phone:

Additional Wire Information / Comments:



# Loan Summary

Purchase **with** Charge-Off:

**Ch 7 Bankruptcy** may be considered closed if a final report of distributions/no distributions was issued.

**Other Bankruptcy** may be considered closed if the Bk Plan has been confirmed and clearly documents there will be no payments.

**Treasury Offset Program** - Dept. of Treasury will intercept any federal payment going to the obligor/guarantor.

**Treasury Offset Servicing** - Dept. of Treasury will fully pursue obligor/guarantor(s) those liable through enforced collection efforts

**\*If requesting the loan be Charged-Off with this purchase, the Lender must:**

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

Download and attach [CPC Tabs](#) for any expenses for which approval/reimbursement is sought **OR** Certify to no expenses to consider.

Purchase **without** Charge Off:

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

**Please include a detailed summary of the following:**

Nature of the Business

Cause of Default

Loan Servicing History

Liquidation effort put forth by the lender

Actions taken in pursuit of obligor(s)/guarantor(s)

**Loan Summary:**



# Transcript of Account

The transcript of account documents the disbursement of loan proceeds, changes to the loan terms and application of payments. Reviewed in conjunction with the Note, it assists with determining the date of default, whether payments were applied to principal and interest in compliance with the Loan Guaranty Agreement and assessing how much interest is payable to the lender.

- **Attach a copy of the Original Note.**
- **Attach copies of Change(s) in Terms** (modifications showing revised payment terms). Include investor's approval, if applicable.
- **Attach a Certified copy of the Transcript of Account.**  
[SBA Form 1149](#) is the Agency's preferred Transcript of Account form. Lender equivalent is acceptable provided the information collected is consistent with the INSTRUCTIONS FOR COMPLETION on [Page 2 of the SBA Form 1149](#).
- **Be sure that each Section 1112 Debt-Relief payment is identified on the Transcript of Account.**  
 Lender will be at risk of SBA denying liability on its guarantee if Lender did not request Section 1112 payments on behalf of a Borrower. See [Procedural Notice 5000-20041](#).

**If no Section 1112 Debt Relief payments were received, provide explanation:**

If the ending balance on the TOA **does not** match the 1502, please provide an explanation:

## LOAN TRANSCRIPT SUMMARY

|   |                      |                      |   |
|---|----------------------|----------------------|---|
| Loan Maturity Date:                           | <input type="text"/> | <input type="text"/> | Principal Balance at time of Earliest Uncured Pmt Default |
| If Accelerated - Date of Acceleration:        | <input type="text"/> | <input type="text"/> | Recoveries from Account Offset/Agency Approved OIC        |
| Date of Earliest Uncured Payment Default:     | <input type="text"/> | <input type="text"/> | Recoveries from liquidation of collateral/litigation      |
| Interest Rate @ Earliest Uncured Pmt Default: | <input type="text"/> | <input type="text"/> | Borrower Payments made after Date of Default              |
| Scheduled Pmt @ Earliest Uncured Pmt Default: | <input type="text"/> | <input type="text"/> | CPC/Litigation Expenses Incurred                          |
| Interest Paid to Date (IPTD):                 | <input type="text"/> | <input type="text"/> | Expenses Deducted from Recoveries                         |
| Date of Transfer to Liquidation:              | <input type="text"/> | <input type="text"/> | Total Expenses Requested for Reimbursement                |
| Initial Disbursement Date:                    | <input type="text"/> | <input type="text"/> | Loan Balance (includes requested CPC expenses)            |
| Final Disbursement Date:                      | <input type="text"/> | <input type="text"/> | Voluntary Repair  |

## LEGAL EXPENSES AND EXPENSES FOR THE CARE AND PRESERVATION OF COLLATERAL

Any cost, fee or other amount that a Lender seeks to treat as a Recoverable Expense, including expenses that the Lender has already deducted from recoveries, must be reviewed and approved by SBA. 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.

**Please note:** Requests for approval of Recoverable Expenses may only be submitted with this Purchase Package **OR** with the Wrap-up Report when charge-off is requested. Please use the [Care and Preservation of Collateral \(CPC\) Tabs](#) when submitting Recoverable Expense requests with the Purchase Package or Wrap-up Report.

**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

A loan is considered an Early Default when the default occurred within 18 months of the initial disbursement of the proceeds from an SBA Loan. If the final disbursement occurred more than 6 months after the initial disbursement, the 18-month period will begin to run from the date of the final disbursement.

If the Borrower cures the default and makes scheduled loan payments for 12 months after the initial 18-month period (30 months), it is not considered an early default.

Date of **initial** disbursement

Date of **final** disbursement (A revolving line of credit is considered fully disbursed at initial disbursement)

Date of Default

N/A

Yes No Did the borrower cure the default, if any, and make the scheduled loan payments for 12 months following the 18 month period? If so, provide an explanation:

Based on the information provided above:

**IRS INCOME TAX VERIFICATION:** \_\_\_\_\_

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

**EQUITY INJECTION:** \_\_\_\_\_

Was an Equity Injection **OR** a Standby Agreement required either by SBA or the Lender?

**If verification of the Equity Injection was required** by SBA Loan Program Requirements or as part of your standard process for similarly-sized, non-SBA guaranteed commercial loans, please attach verification of borrower's Equity Injection.

**IF a Standby Agreement was required** as part of the Equity Injection, please attach a copy of the Standby Agreement and any resulting Notes

**IF evidence of sourcing was required** by SBA Loan Program Requirements or as part of your standard process for similarly-sized, non-SBA guaranteed commercial loans, please attach evidence of sourcing of the Equity Injection.



## Business Eligibility

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

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Complete this Tab for **each** Business Entity or Individual (Obligor, Guarantor or Assumptor); attach Assumption Agreement, if applicable. After attaching the required documents, click "Additional Obligor" to add another.

Identify the type:

|  |  |
|--|--|
| Name:  |  |
| Last Known Address                               | In order to ensure delivery of Due Process Letter or other Legal Notice(s), what address should be used? |
| Select referral type for this individual/entity: |  |
| Social Security Number/EIN:                      |  |

- Please attach a copy of the document used to verify the SSN/EIN of this business/individual.
- For loans approved on or after October 1, 2020, please attach evidence of the System for Award Management (SAM) Exclusion search.
- For loans approved on a Delegated basis, if the loan was approved after October 1, 2012, 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 pursuant to [31 CFR § 285.13](#)
- If the Note was Accelerated and Demand was made on this Business Entity / Individual, attach a copy of the Acceleration and/or Demand Letter.
- Please attach a copy of the SBA Guarantee, if applicable, along with the SBA Form 1919:
  - If SBA Form 1919 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 Lawful Permanent Resident (LPR) status.
  - If SBA Form 1919 indicates this Individual has a criminal history, attach evidence that SBA cleared the SBA Form 912
- If this business/individual has filed for bankruptcy, please attach summary and additional docs (e.g. Notice to Creditors, Relief of Stay, etc.)
- If this individual is deceased, please attach a copy of the Death Certificate.

Please provide an explanation below if any of the above requested items are required, but not attached (e.g. 912 Clearance, Evidence of Lawful Permanent Resident (LPR) status, CAIVRS, etc.)





## Use of Proceeds

A key element in the process is reviewing each disbursement to determine that loan proceeds were used in accordance with the loan approval and for eligible business purposes. Enter the amount(s) authorized at the time of loan approval then the amount disbursed. Attach all applicable documentation as outlined below.

- Commercial Real Estate
- Leasehold Improvements
- Machinery and Equipment
- Inventory
- Debt Repayment/Refinance
- Working Capital
- Business Purchase/Change of Ownership
- Pay Trade or accounts payable
- Pay Off Interim/Construction Loan
- SBA Guaranty Fee/Closing Costs
- Other

**Attach documentation supporting each disbursement as outlined in the SOP 50 10 in effect at the time of guaranty purchase request.**

- **Attach a completed SBA Form 159(7a)** for each Agent, if Applicant paid/committed to pay a fee to a third party to assist in preparation of loan application or application materials, or Applicant or Lender paid/committed to pay a referral agent or broker fee.
- **Attach a completed SBA Form 601**, if construction above \$10,000 was involved.

**For loan structures that involve an Eligible Passive Company and Operating Company (EPC/OC):**

- Provide evidence that working capital proceeds were disbursed to the OC.
- Attach the Lease Agreement between EPC and OC/OC and tenants, along with the Subordination of Lease.
- Attach the Assignment of Rents and Lease between EPC and OC.

# Collateral

**Ensuring the Lender followed prudent lending practices in the servicing and liquidation of the loan and confirming all actions taken were in compliance with applicable Loan Program Requirements is an important step in the review.**

- **Identify the collateral** required at loan approval and/or any subsequent modification(s).
  - \* If necessary, **attach an itemized list** of each with unit value of \$5,000 or more, include a brief description and serial number.
  - \* For CAPLine(s), itemize by cycle(s), contract(), project(s) or end product(s).
  - \* **Attach a post-default listing**, which addresses each of the original items and their disposition.
- **Attach evidence of lien perfection** for each collateral requirement listed (Security Agreements, Fixture Filings, Title Policy, UCC Search, Financing/Continuation/Amendment/Termination Statement(s), copies of certificate of ownership and/or titles on any vehicles, etc.).

| <u>Collateral Requirement</u> |               | <u>Collateral After Default</u> |               |                             |
|-------------------------------|---------------|---------------------------------|---------------|-----------------------------|
| Type of Collateral            | Lien Position | Disposition                     | Lien Position | Actual/Estimated Recoveries |
|                               |               |                                 |               |                             |

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

- Foreclosure or other litigation documentation, pleadings, schedules, etc.:

If collateral released/modified/abandoned/sold, provide details and **attach relevant documentation (examples shown below):**

- Post Default Appraisal(s) and/or Business Valuation, Purchase/Sale Agreement, HUD-1, Settlement Statement, Bill of Sale - if sold;
- Post Default Appraisal(s) and/or Business Valuation, and Cost Benefit Analysis - if abandoned;
- Police/fire reports, Insurance claims, etc. - if vandalized, etc.

**Attach a copy of the Site Visit**, if the aggregate recoverable value of the personal property was greater than or equal to \$5,000 or if the aggregate recoverable value of each parcel or real property collateral was greater than or equal to \$10,000.

**Enter Date of Site Visit:**

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

- Attach any other collateral documents, such as:**
- Inter-creditor, Subordination, Non-Disturbance or Attornment agreement(s)
  - Summary and Conclusion pages of any post-default Environmental Investigation Report
    - or an explanation for why an Environmental Investigation was neither necessary nor prudent;
  - Life Insurance Assignment/Acknowledgement
  - Other related hypothecation security documents

**If proceeds were used for Commercial Real Estate, please note the Lender MUST also:**

- Attach Original Appraisal
- Attach copy of Executed Closing Statement
- Attach Environmental Questionnaire/Phase I/Phase II Reports
- Attach evidence of Title/Hazard Insurance
- Attach Recorded Deed of Trust/Mortgage