

# 7(a) Risk Based Lender Review

## File Checklist

Loan Name _____	Approved Amount \$ _____
SBA Loan Number _____	Current Balance \$ _____
Lender Name _____	Funding Date _____
Approval Date _____	Gty Fee Paid Date _____
Gty Fee Due Date _____	Review Date _____
Reviewer Name _____	

**Check any of the following that apply to this loan**

- |                                  |  |   |  |
|----------------------------------|--|---|--|
| <input type="checkbox"/> Current | <input type="checkbox"/> Past Due/Delinquent | <input type="checkbox"/> Liquidation      | <input type="checkbox"/> Rental Property     |
| <input type="checkbox"/> EPC/OC  | <input type="checkbox"/> Franchise           | <input type="checkbox"/> Debt Refinancing | <input type="checkbox"/> Change in Ownership |

**Use of Proceeds**

_____ Inventory	_____ Working Capital	_____ Machinery/Equipment
_____ Furniture/Fixtures	_____ Purchase R/E	_____ Construct R/E
_____ Debt Refinancing	_____ Leaseholds	_____ Other
_____ Other	_____ Other	_____ OTHER

**ANY "NEEDED" RESPONSES REQUIRE NARRATIVE DESCRIPTION OF DEFICIENCY**

REQUIRED	IN FILE	MISSING	<u>ELIGIBILITY</u>
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Business is a for-profit domestic operation
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Size determinations were correct and analyzed according to SBA policy
3	<input type="checkbox"/>	<input type="checkbox"/>	Franchise is eligible by SBA requirements
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Written evidence that credit is not otherwise available on reasonable terms
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Personal resources test was appropriately applied
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SBA Form 912 "Statement of Personal History"
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No prior loss to the Government
8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Principal(s) are eligible citizens or have eligible non-citizen status
9	<input type="checkbox"/>	<input type="checkbox"/>	All EPC/OC conditions have been met
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proceeds fund sound business purposes
11	<input type="checkbox"/>	<input type="checkbox"/>	All debt refinancing conditions have been met
12	<input type="checkbox"/>	<input type="checkbox"/>	All occupancy percentage and proceed requirements are met
13	<input type="checkbox"/>	<input type="checkbox"/>	All change of ownership eligibility guidelines have been met
14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No actual or apparent conflicts of borrower and/or lender interest exist
15	<input type="checkbox"/>	<input type="checkbox"/>	Loan meets program-specific eligibility requirements for delivery method

REQUIRED	IN FILE	MISSING	<u>CREDIT STANDARDS, COLLATERAL AND ENVIRONMENTAL POLICIES</u>
16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Credit analysis was satisfactory (provide narrative as required in SOP 50-10, Chap 4.1.a.(1))
17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Equity injection has been verified prior to disbursement through supporting documentation
18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Collateral analysis was sufficient and all additional collateral was pledged (provide worksheet)
19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All required personal and corporate guarantees were obtained
20	<input type="checkbox"/>	<input type="checkbox"/>	The appraisal and business valuation were conducted in accordance with regulations
21	<input type="checkbox"/>	<input type="checkbox"/>	The environmental policies and procedures were applied in accordance with regulations

REQUIRED	IN FILE	MISSING	<u>LOAN AUTHORIZATION, CLOSING AND DISBURSEMENT</u>
22	<input type="checkbox"/>	<input type="checkbox"/>	Standard Flood Insurance Policy or documentation that shows property is not located in a special flood hazard area
23	<input type="checkbox"/>	<input type="checkbox"/>	Hazard Insurance Policies (page showing insured, amount and mortgagee will suffice)
24	<input type="checkbox"/>	<input type="checkbox"/>	Life Insurance Policies (pages showing insured and amount)
25	<input type="checkbox"/>	<input type="checkbox"/>	Collateral Assignment of Life Insurance Policy (acknowledged by Insurance Company)
26	<input type="checkbox"/>	<input type="checkbox"/>	IRS tax transcripts were obtained and reviewed
27	<input type="checkbox"/>	<input type="checkbox"/>	Stand-by agreements were obtained and properly executed, when applicable
28	<input type="checkbox"/>	<input type="checkbox"/>	All required SBA Forms 159, (Fee Disclosure Form and Compensation Agreement) were obtained
29	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loan proceeds were used for the purposes defined in the Loan Authorization (Form 1050)
30	<input type="checkbox"/>	<input type="checkbox"/>	All required collateral lien positions have been adequately verified
31	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guaranty fee paid on time (or in accordance with Recovery Act requirements)

REQUIRED	IN FILE	MISSING	<b><u>SERVICING AND LIQUIDATION</u></b>	
32	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lender's monitoring of continued creditworthiness is reasonably sufficient (provide narrative describing the evidence in file and why it is considered sufficient)
33	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence that lender performed a site visit or engaged in other intensive servicing activities when loan became 60 days past due or otherwise indicated reasons for elevated concern
34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lender had prior written SBA approval for servicing and/or liquidation actions as described in the SOP
35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lender has provided notice to SBA upon classification of the loan into "liquidation"
36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lender has a written liquidation plan
37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evidence that, upon placing the loan in liquidation, lender performed timely site visits and took reasonable steps to secure the collateral
38	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current appraisals were used by the lender to evaluate liquidation collateral
39	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If a liquidation case where title of property was taken, was an environmental review done prior to the acquisition of title?
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lender has forwarded all recoveries on repurchased loans within 15 days of receipt.
41	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Wrap-Up Report has been completed and submitted to SBA when lender has determined the loan will not be fully repaid after all worthwhile collateral has been liquidated and no further recoveries are anticipated within a reasonable time.

REQUIRED	IN FILE	MISSING	<b><u>AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (RECOVERY ACT)</u></b>	
RA1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If a Recovery Act loan, all guaranty fee collection, payment and/or reimbursements are in accordance with Recovery Act requirements, as applicable.
RA2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If a Recovery Act loan, loan is not made to a restricted industry.
RA3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If an America's Recovery Capital (ARC) loan, all requirements of the ARC Loan Program Procedural Guide have been followed.
RA4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If an ARC loan, 1502 reporting is in accordance SBA Loan Program Requirements.