

**PLP/SBAEXPRESS/Low Doc POST-LOAN APPROVAL ACTION CHECKLIST**  
**(This form to be used only for those actions identified below)**

**TO:** \_\_\_ Fresno Commercial Loan Service Center.....FAX 559/487-5803, [fsc.servicing@sba.gov](mailto:fsc.servicing@sba.gov)  
 \_\_\_ Little Rock Commercial Loan Service Center, FAX 501/324-6072, [lrsc.servicing@sba.gov](mailto:lrsc.servicing@sba.gov)

**RE:** SBA Loan Name: \_\_\_\_\_ SBA Loan No. \_\_\_\_\_

**FROM:** Lender Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Loan Officer's Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**For SBA loans that have not been closed or initially disbursed. The Lender certifies that this request complies with SOP 50 10(4) and/or any applicable program guide (SBAExpress):**

- Request that SBA approve an increase in the loan amount from \$ \_\_\_\_\_ to \$ \_\_\_\_\_. (Additional guaranty fee in the amount of \$ \_\_\_\_\_ is attached/has been forwarded to Denver.)
- Request that SBA approve an increase in guaranty percentage from \_\_\_% to \_\_\_%. (Additional guaranty fee in the amount of \$ \_\_\_\_\_ is attached/has been forwarded to Denver.)
- Request that SBA approve a decrease in the loan amount from \$ \_\_\_\_\_ to \$ \_\_\_\_\_. (For loans with a maturity greater than 12 months, SBA must approve the decrease prior to the lender closing and initially disbursing the loan in order for the guaranty fee owed to be decreased. For loans with a maturity of 12 months or less, there is no adjustment due to any decrease or cancellation.)
- Request that SBA approve a decrease in the guaranty percentage from \_\_\_% to \_\_\_%. (For loans with a maturity greater than 12 months, SBA must approve the decrease prior to the lender closing and initially disbursing the loan in order for the guaranty fee owed to be decreased. For loans with a maturity of 12 months or less, there is no adjustment due to any decrease or cancellation.)
- Inform SBA that the entire loan has been cancelled.
- Inform SBA that the loan maturity has been changed from \_\_\_months to \_\_\_months. New maturity is \_\_\_/\_\_\_/\_\_. If the extension goes from a 12 month maturity to a maturity longer than 12 months, the additional guaranty fee of \$ \_\_\_\_\_ is attached/has been forwarded to Denver.

**For SBA loans that have been closed and initially disbursed. The Lender certifies that this request complies with SOP 50 10(4), SOP 50 50 4 and/or any applicable program guide (SBAExpress):**

- Request that SBA approve an increase in the loan amount from \$ \_\_\_\_\_ to \$ \_\_\_\_\_. (Additional guaranty fee in the amount of \$ \_\_\_\_\_ is attached/has been forwarded to Denver.) For SBAExpress, **for any increase more than 33 percent, the lender certifies that the request is for the original purpose of the loan, the lender has analyzed the repayment ability of the borrower using current financial information and repayment ability exists.** \_\_\_\_\_ (initials)
- Inform SBA that \$ \_\_\_\_\_ of the approved loan has been cancelled. (No adjustment in guaranty fee permitted.)
- Inform SBA that the loan maturity has been changed from \_\_\_months to \_\_\_months. New maturity is \_\_\_/\_\_\_/\_\_. If the extension goes from a 12 month maturity to a maturity longer than 12 months, the additional guaranty fee of \$ \_\_\_\_\_ is attached.
- Extend final disbursement date to \_\_\_/\_\_\_/\_\_\_.

**Other Information needed by SBA to update its records:**

- The legal name of the business has been changed to: \_\_\_\_\_
- The trade name of the business has been changed to: \_\_\_\_\_
- The borrower's business address has been changed from \_\_\_\_\_  
to \_\_\_\_\_.

**For any change in loan amount or guaranty percentage, attach a memo or e-mail message that explains the reason for the change.** For any actions other than those listed above that require SBA consent, do not use this checklist; send a written request in a faxed memo or e-mail message conforming to the guidelines set forth in the Loan Servicing Request Guidelines from the Commercial Loan Servicing Centers. For all other servicing actions permitted by SBA to be taken by a lender under any delegated authority, no notice is required to be given to the SBA. A list of these servicing actions is found in SOP 50 50 4B, Chapter 4. Notices, SOPs, and regulations are located at [www.sba.gov/banking](http://www.sba.gov/banking).)

By: (Name, Title) \_\_\_\_\_

Date \_\_\_\_\_

The estimated burden for completing this form is 5 minutes. You will not be required to respond to any collection of information unless it displays a currently valid OMB Control Number. Comments on the burden should be sent to U. S. Small Business Administration (SBA), Chief, AIB, 409 3rd Street, SW, Washington, DC 20416 and Desk Officer for SBA, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, DC 20503. OMB Control Number 3245-0348. PLEASE DO NOT SEND FORMS TO OMB.