



7(A) LOAN POST APPROVAL ACTION CHECKLIST

For approved loans prior to final disbursement:

TO: ___ Loan Processing Guaranty Center (LGPC) FAX: 202.481.0861 E-mail: 7aloanmod@sba.gov

For Loans in Servicing & Liquidation (after final disbursement):

TO: ___ Fresno Commercial Loan Service Center FAX: 559.487.5803 E-mail: fsc.servicing@sba.gov
___ Little Rock Commercial Loan Service Center FAX: 202.292.3878 E-mail: lrcs.servicing@sba.gov

RE: SBA Loan Name: _____ **SBA Loan No.** _____

FROM: Lender Name: _____
Address: _____
Lender Contact Name: _____
Phone: _____ E-mail: _____ Fax: _____

For all loan modifications requested, attach memo to an email for each change that explains the following:

1. Provide full details of current loan terms;
2. Provide specific details of what needs to be changed (e.g., increase or decrease in loan amount or guaranty percentage, change in use of proceeds); and
3. The justification for the change(s) and any supporting documentation (e.g., updated financial information, payments to Denver).

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

- 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.) **Not applicable to loans approved under a Lender's Delegated Authority.** 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). **Not applicable to Export Working Capital Program (EWCP) loan and loans approved under a Lender's Delegated Authority.**
- 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 to the guaranty fee due to any decrease or cancellation.) **Not applicable to loans approved under a Lender's Delegated Authority.**
- 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 to the guaranty fee due to any decrease or cancellation.) **Not applicable to loans approved under a Lender's Delegated Authority.**

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

- 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 _____ *(initials)*)
- 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. (Once SBA changes its records to reflect any approved extension of maturity beyond 12 months, the additional guaranty fee is earned and will not be refunded.) **Only required for Loans in Liquidation.**
 - Extend final disbursement date to ___/___/____. **Not applicable to EWCP loans.**

By: (Signature of Authorized Lender Official)

Date

The estimated burden for completing this form is 5 minutes. You are not required to respond to any collection of information unless it displays a currently valid OMB Control Number. The number for this collection is 3245-0348. Comments on the burden estimate should be sent to U. S. Small Business Administration, Director, Records Management Division, 409 3rd Street, SW, Washington, DC 20416, and/or SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Rm. 10202, Washington DC 20503. **PLEASE DO NOT SEND FORMS TO THESE ADDRESSES.**