



Version 01/30/09

Types of Actions / Modifications

Unilateral Actions

Etrans?	Notify SBA?	Notify SBA?	Requires prior SBA Approval
	YES	NO	

Prior to Initial Disbursement

Maturity extensions (PLP/Express only Notify)			X	X
Initial disbursement date (PLP/Express only Notify)			X	X
Business name /trade change	X		X	
Change in Tax ID # or Social Security #			X	
Reduction/Increase in interest rate (PLP/Express only Notify)			X	X
Increase/Decrease the guaranty percentage				X
Reinstatement of loan				X
Cancellation of loan	X		X	
Environmental Reviews** (non-PLP / Express only)				X
Environmental Reviews** (PLP / Express only)		X		
Changes to loan authorization (non-PLP/Express only)				X

After Initial Disbursement (13 CFR § 120.535 and 13 CFR §120.536)

Miscellaneous	Any action that confers a Preference on the Lender				X
	Transferring a loan between two Participant Lenders				X
	Transfers, sells or pledges more than 90% of a loan				X
	Any action for which prior written consent is required by a Loan Program Requirement (e.g. Emergency Repurchase from Secondary Market, see ch.5 of SOP 50-50-4)				X
Payments	Payment Modification//Deferments***		X		
	Provide Payoff figures to borrowers		X		
	Rate Changes***			X	
	Determination of Involuntary Prepayment/Subsidy Recoupment Fee				X
	Accept prepayments		X		
Changes/Edits	Adjust management covenants		X		
	Assumption/Change in borrower's form****		X		
	Change of business names/address	X		X	
	Correct obvious typographical errors		X		
Loan Terms	Compromises on the principal balance of the SBA loan				X
	Increases to the principal amount of a loan				X
	Decrease in loan amounts			X	
	Extend final disbursement period			X	
	Decreasing guaranty percentage			X	
	Maturity extensions			X	
	Change of Loan from revolver to non-revolver	X		X	
	Reinstating the guaranty				X
Termination of guaranty				X	



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			Notify SBA? NO	Notify SBA? YES	
Collateral	Release/substitute collateral		X		
	Subordinate to third party senior lien		X		
	Make loans that do not adversely affect the collateral		X		
	Release/substitute guarantors		X		
	Change life or hazard insurance requirements		X		
	Change flood insurance requirements in accordance with SBA policy			X	
	Taking title to any property in the name of SBA				X
	Taking title to environmentally contaminated property, or taking over operation and control of a business that handles hazardous substances or hazardous waste.				X

- * Documentation requirements: For all servicing actions, Lenders must document the justifications for their decisions and retain these and supporting documents in their file for future SBA review to determine if the actions taken by the Lender were prudent, commercially reasonable, and complied with all Loan Program Requirements.
- ** Loans approved on or after 8/1/08, Environmentals must be submitted to/approved by the Standard 7(a) Loan Processing Center - Citrus Heights, CA
- *** For loan sold on the Secondary Market, any payment modification, rate changes, and deferment over 3 months, must have investor approval
- **** Must be sent in to SBA if it involves changing business name/tax id/social security number

Other helpful information for Lenders

- ✓ When submitting a unilateral action to notify SBA, you will receive a receipt from the appropriate servicing center that your action was received — and that will be the only communication you will receive. This is a reminder of the streamlined process regarding the handling of unilateral actions.
- ✓ Lenders should direct their action, request and/or SBA Form 2237 Checklist to either:
Fresno Service Center at fsc.servicing@sba.gov
Little Rock Service Center at lrcs.servicing@sba.gov
- ✓ When taking action that falls within your unilateral authority, you are encouraged to notate your file with a statement such as "This action was taken pursuant to lender's Unilateral Authority." Then, attach this matrix to the statement and include it within your file.
- ✓ Lenders may contact their District Office Brand Managers if they have questions regarding the use of this matrix.
- ✓ Stamped approvals for unilateral actions are no longer issued by District Offices or by Centers.
- ✓ This is a handy guide. For the most recent version, be sure to check this website:
<http://www.sba.gov/aboutsba/sbaprograms/elending/clc/index.html>