

Care and Preservation of Collateral (CPC) Tabs

Requirements for Reimbursements

In order for SBA to process your request for reimbursement of expenses the following tabs must be completed. Please be sure to complete all information requested and provided the appropriate supporting documentation as noted.

SBA requires copies of detailed invoices to support all reimbursements and expenses deducted from liquidation proceeds. Copies of invoices should clearly identify what service was provided, date of service, by whom, at what location (at the Commercial or Residential Real Estate or other site) and the costs involved. SBA will not be able to reimburse expenses using Lender's internal memos, spreadsheets, accounting records, or other internal documents. Lenders must submit actual invoices on vendor/service provider letterhead detailing service location, service provided, and billing total.

Please limit expense reimbursement requests to quarterly or \$5000 or more.

NOTE: Please be sure to explain any unusual services or unusually high fees or expenses.

The attached tabs have been provided to facilitate an efficient process to review and process requests for reimbursements.

TAB 1	CPC Information Sheet
TAB 2	Recovery Documentation
TAB 3	Legal Fees
TAB 4	Valuations
TAB 5	Asset/Lien Searches
TAB 6	Collateral Expenses
TAB 7	Miscellaneous Expenses

E-mail: SBACPC@SBA.GOV

Fax: (202) 481-4599

Mail: U.S. Small Business Administration

Attn: CPC Department

1145 Herndon Parkway

Herndon, VA 20170

Lender Name:

Borrower Name:

SBA Loan Number:

1. REQUEST (Please only include expenses that have not previously been submitted):

Total Expenses Incurred for this Request		
Amount of Expenses Deducted from Recoveries	-	
Total Amount of Requested Reimbursement	=	

2. ORIGINAL COLLATERAL:

Please attach a list of original collateral behind this tab.

3. REMAINING COLLATERAL:

Please attach a list of remaining collateral behind this tab.

4. DETAILS REGARDING THE DISPOSITION OF COLLATERAL:

Please attach either a wrap up report if liquidation is complete or the details of the disposition of collateral to date behind this tab.

5. Companion Loans:

Please attach a detailed list of any SBA Guaranteed or non-SBA companion loans

6. COMMENTS OF LENDER:

If you have additional information that you would like the loan specialist reviewing your request to have, please attach a statement behind this tab. Be sure to include justification for cases where expenses exceed the amount of recovery.

7. LENDER CONTACT INFORMATION:

Contact Name:

Mailing Address:

Email Address:

Phone Number:

Fax Number:

Lender Tax Identification Number:

