

# HOW TO APPLY FOR A PLP NUMBER FROM SBA

## How Does the Lender Submit a PLP Request?

To request a PLP number, complete the attached "Lender Checklist for Submitting PLP Loan Requests" (Ver. 08/01/08), attach the information outlined in that checklist, and mail or fax it to the Sacramento Loan Processing Center at:

Sacramento Loan Processing Center  
Small Business Administration  
6501 Sylvan Road, Suite 111  
Citrus Heights, CA 95610-5017

Fax number: (916) 231-3555

Please do not send any documents not listed on that form (such as the lender's credit memorandum).

## What Do We Do With the Request?

As soon as we receive your request, we fax to you a notice confirming that we received it. If your request is complete, the loan is eligible, and funds are available, we will issue a PLP loan number and notify you of the number by fax within one business day of receiving your request.

If we identify an eligibility problem with an application, we will notify you within one business day of receipt of the application that we are withdrawing your application and why. If an application requires more time for an eligibility determination, you may choose one of two alternatives. If you request an immediate decision, the application will be withdrawn and within one business day of receipt of your application we will notify you of the general eligibility problem. Or, if you agree that it would be beneficial to allow us more time for research to try to resolve the problem, we will retain the application and notify you when a decision is made.

## What Happens After the PLP Number Is Assigned?

Approximately seven days after the PLP number is assigned, we transfer the SBA loan file to the SBA office servicing the loan. At that time, all of your future SBA communications regarding the loan will be with that office.

Lenders may service loans approved under PLP using generally accepted commercial banking standards employed by prudent lenders. However, there are certain things regarding SBA loans that the lender may do only with notice to SBA or may do only with SBA consent.

The "PLP/SBA*Express* Servicing Checklist" lists those actions requiring SBA consent or notice. For

any of those actions occurring within seven days of assignment of the PLP number, please fill out and send the “PLP/SBA*Express* Servicing Checklist ” to this office. We will send you a written concurrence or nonconcurrence for any action requiring SBA consent.

For any of those actions occurring more than seven days after assignment of the PLP number, please send your request on the “PLP/SBA*Express* Servicing Checklist” to the Commercial Loan Servicing Center servicing the loan.

All documentation for actions for which the lender has unilateral authority must be retained in the lender's file and not sent to SBA.

### **What Documents Do We Require After the PLP Number is Assigned?**

After the Authorization is prepared and signed by the Lender, the Lender must send a copy of the signed loan authorization to the SBA office servicing the loan. Please do not send copies of any other closing documents, such as collateral documents and disbursement forms. Those items must be retained in your files and be available for SBA review, but are not to be sent to SBA after closing.

### **Whom Does The Lender Call With Questions?**

For loan program or eligibility questions, call Lead Loan Specialist Hien Nguyen at (916)231-3494 or Loan Specialist Hardy Slay at (916)231-3474. For the status of a request for PLP number or the status of a change to an approved loan within 7 days of assignment of the PLP number, call Barbara Stefani at (916)231-3475.

For questions regarding servicing actions on loans held in SBA servicing centers, call the Fresno Commercial Loan Service Center at (559)487-5136 or the Little Rock Commercial Loan Service Center at (501)324-5871.