

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:

Please summarize all recoveries to date using the spreadsheet below. Please be sure to include all supporting documentation (i.e. HUD1 sheet(s), auction report(s), settlement statement(s), bill(s) of sale, and/or copies of checks) if this information is not already provided in another report such as the liquidation [wrap-up report](#). Please be sure to include [SBA Form 172](#).

Date	Source of Recovery	Amount Applied to Expenses	Amount Applied to Principal

	<input type="text"/>	<input type="text"/>
Total Recovery	<input type="text"/>	

Please summarize all legal fees for which you are requesting reimbursement or seeking approval to deduct from recoveries in the spreadsheet below.

Date	Vendor	Amount

Total

Invoices submitted for review should list the activity performed, its date, the attorney or legal professional who performed the work, their hourly rate, a detailed description of each task billed, the time spent on each task, and the charge assessed for the work (rate multiplied by time allocation.)

Lender must obtain SBA's prior approval of a litigation plan and budget before proceeding with non-routine litigation. Non-routine litigation includes:

- All litigation where factual or legal issues are in dispute and require resolution through adjudication
- Any litigation where legal fees are expected to exceed \$10,000
- Any litigation involving a loan where a lender has an actual or potential conflict of interest with SBA
- Any litigation involving a loan where the lender has made a separate loan to the same borrower which is not a 7(a) loan

Any non-routine litigation, including the approval of legal fees of \$10,000.00 or more, shall require prior review and approval by SBA. In addition, lenders must submit an amended litigation plan to address any material changes arising during the course of the litigation that was not addressed in the original plan or an amended plan (13 CFR 120.540(e)).

NOTE: Meals, travel, and lodging expenses will not be reimbursed as allowable expenses.

Appraisals
 Brokers Priced Opinions
 Phase 1 & 2 Environmental Reports
 Site Visit Reports

Date	Vendor	Amount
	Total	

Please be sure that all invoices for valuations clearly show the property that was inspected and the date the work was performed. In order for a site visit to be reimbursable, the site visit report must clearly show what assets were viewed and give a specific description and listing of collateral in order to assist with the determination of value. Fee site visits that are performed in lieu of the lender's normal obligation to perform a site visit must be meaningful inspections of collateral and add value to the liquidation process.

