



Request for Servicing Action

**Business name:** \_\_\_\_\_

**Individual(s) Name:** \_\_\_\_\_

**Primary Contact Number:** \_\_\_\_\_

**VelocitySBA Loan #:** \_\_\_\_\_

**Type of servicing action being requested:**

- |   |  |
|---|--|
| <input type="checkbox"/> Substitution of Collateral | <input type="checkbox"/> Release of Collateral             |
| <input type="checkbox"/> Release of Titled Vehicle  | <input type="checkbox"/> Real Estate Refinance (rate only) |
| <input type="checkbox"/> Insurance Claim            | <input type="checkbox"/> Real Estate Refinance (cash out)  |
| <input type="checkbox"/> Corporate Entity Change    | <input type="checkbox"/> Business Name Change              |
| <input type="checkbox"/> Ownership Change/Structure | <input type="checkbox"/> Other: _____                      |

**Requested date of completion:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Provide detailed explanation of servicing action being requested:**

**Contact Information (Name and Phone #or Email) to any other Party(ies) involved (e.g., Escrow, Broker):**

\_\_\_\_\_

All Servicing Requests must be reviewed, analyzed, and acted upon in accordance with prudent servicing and lending practices. Once your request is received by our Servicing Team, we will contact you for any additional required documentation. It is important that we receive the required documentation as soon as possible as the estimated time to complete your servicing request will be 5 to 7 business days from receipt of the required documentation.

Please note that all outstanding financial reporting covenants (such as tax returns or financial statements) will need to be up to date to process your request. Once completed, please email this request to [info@velocitysba.com](mailto:info@velocitysba.com)

**Requested and Authorized by:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name