



REQUEST FOR SERVICING ACTION

Business Name:

Individual(s) Name:

Primary Contact Number:

VelocitySBA Loan #:

Requested Date of Completion: / /

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

Provide detailed explanation of servicing action being requested:

All Servicing Requests must be reviewed, analyzed, and acted upon in accordance with prudent servicing and lending practices which remain in compliance with the SBA government guaranteed loan. Upon receipt of your request, the Servicing Team will review and may contact you for additional clarification or required documentation. Any documentation that is requested should be promptly returned if available, as any delay in returning required documentation to process your Servicing Request may result in a delay to meet your requested time frame. During the review of your Servicing Request, any outstanding or past due loan requirements will also be required. These item(s) may include but not be limited to financial statements, tax returns, or insurance. Once all required documentation has been received, the Servicing Request will be processed within 5-7 business days. If the Servicing Request requires any additional due diligence items such as a flood certification, appraisal, release of lien, etc. a deposit will be requested based upon an estimation of costs. The final costs associated with these items will be due prior to processing the finalization of the request. If there is an overage of the deposit based upon the expenses incurred, a refund would be issued to you. Please return this form signed to info@velocitysba.com.

Requested and Authorized by:

Signature:

Print Name:

Date:

Please return to VelocitySBA at: info@velocitysba.com

**** Please confirm receipt ****

VelocitySBA - Loan Servicing
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