

# 2017 504 LOAN CLOSING TRAINING *ONLINE ON DEMAND ON YOUR SCHEDULE*

***REGISTRATION IS ALWAYS OPEN***

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**Need 504 Loan Closing Training or CLE hours?**

**Want the convenience of training on your schedule?**

**Want affordable training without leaving your office?**

**Want to save money with no airfare, no hotel,  
no ground transportation and no other out-of-pocket costs?**

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Janice E. Garlitz, P.C. is offering its comprehensive 504 Loan Closing Course online in conjunction with **Lawline.com**, a national provider of continuing legal education. This Course is designed for *attorneys, paralegals, CDC executives and staff, bankers and bank counsel* handling 504 Loans.

**When:**

The 504 Loan Closing Course was recorded as a live webcast with Q&A in Lawline.com's state-of-art studio in New York City on September 20-21, 2016.

The entire 504 Loan Closing Course is now available online on demand on your schedule!

**If you have purchased the entire Course bundle or individual sessions, but cannot view all of a session at one time, don't worry.** You can watch any session online on demand on your schedule until you have completed the entire session and you can access any of the sessions as many times as you want this year.

**Content:**

The 504 Loan Closing Course is offered in 13 sessions. You can register and take the entire Course for a bundled price or you can register and take individual sessions a la carte.

A detailed Agenda appears at the end of this announcement. The 13 sessions are:

Session 1. Overview of the SBA 504 Loan Program

Session 2. Authorization for Debenture Guarantee (SBA 504 Loan)

- Session 3. Eligible Passive Company and Operating Company Loans
- Session 4. Types of Borrower and Guarantor Entities and Property Ownership
- Session 5. Project Cost, Borrower's Contribution, Fees and Use of Proceeds
- Session 6. Interim Financing and Third Party Loans
- Session 7. Real Property Collateral
- Session 8. Other Collateral
- Session 9. Insurance
- Session 10. Environmental Requirements
- Session 11. Other Conditions of 504 Loans
- Session 12. Closing, Funding and Post-Funding Requirements
- Session 13. Putting It All Together: The Case Study

**Registration:** To register with Lawline, go to:

<https://www.lawline.com/curriculum/everything-you-need-to-know-about-closing-sba-504-loans>

**Cost:**

- Cost: \$899.00 per participant
- **20% DISCOUNT:** If you purchase the Bundle (entire Course), a 20% discount is offered for groups of 2 or more staff from the same CDC or bank, 2 or more lawyers or paralegals from the same law firm, or 2 or more persons (staff and lawyers) representing the same CDC.

To obtain the discount, call Lawline.com at 1-877-518-0660

- Same price for CDC staff and attorneys - **no membership required and no membership fees**
- Federal Government Rate: \$699.00 per federal government participant

**SBA and CLE Credits:** The 504 Loan Closing Course materials are approved by the U.S. Small Business Administration (SBA).

This Course fulfills SBA's requirement that attorneys attend an SBA-approved Closing Course as part of becoming a Designated Attorney and for CDC staff to acquire the requisite knowledge about 504 Loan Closings.

Once you have taken the 504 Loan Closing Course, simply complete and e-mail your Certification of Attendance to Janice E. Garlitz for reporting your attendance to SBA and to

obtain your Certificate of Completion to download and print. Also download your Lawline.com certificate for your records and CLE reporting.

The Course provides 17.5 hours of CLE (0 ethics hours) based on 60-minutes CLE reporting. When you complete the Course, attorneys will be prompted to download a certificate of completion from the Lawline.com website for state bar CLE reporting.

Lawline.com is a preapproved CLE provider in the following states:

Alabama	California	Georgia	Hawaii
Illinois	Minnesota	North Carolina	

Webcast only: Arkansas

On demand only:	Ohio	Pennsylvania	South Carolina
	Tennessee	Texas	Wisconsin

Lawline.com and the Instructor are seeking course accreditation in other states. Please check the Lawline.com registration page with hyperlink above to see if your state has accredited the course. If not, then you will need to apply with your state bar's CLE department for individual course credit. If you need any forms signed for CLE credit, please forward them to [jangarlitz@netzero.net](mailto:jangarlitz@netzero.net)

### **Why Take This 504 Loan Closing Course?**

- **Course Materials are SBA-approved**

- **504 Loan Closing Course Manual** - Participants registered for the entire Course will receive the 504 Loan Closing Course Manual updated through March 3, 2017. The Manual has approximately 580 pages fully annotated to the statutes, regulations, SOPs, National Authorization Boilerplate and Forms, and the Chapters are in searchable pdf format.
- **504 Loan Closing Forms Manual** - Participants registered for the entire Course will receive the 504 Loan Closing Forms Manual updated through February 27, 2017. The Manual has more than 100 forms, including all SBA Forms with instructions, SLPC and CLSC forms for closing 504 Loans, and more than 50 sample forms so that you do not reinvent the wheel!
- **PowerPoint Presentation** - Participants registered for the entire Course will receive the updated PowerPoint with more than 600 slides covering all aspects of 504 Loan closings. Registrants for individual sessions will receive the PowerPoint for that session(s). The PowerPoint is downloadable when you log on with Lawline.com.
- **Case Studies** - Participants registering for the entire Course will receive 2 case studies. The case studies are designed to learn not only how to complete closing Forms, but also how to plan your closing process from Authorization through sending documents to the SBA Commercial Loan Servicing Centers (CLSC), and how to handle problem areas.

- **Distribution of Course Materials** - The Course Manual, Forms Manual and case studies will be distributed electronically via e-mail.
- **Experienced Instructor**
  - **Jan Garlitz, President, Janice E. Garlitz, P.C.** - 22 years of experience preparing, updating and teaching the 504 Loan Closing and 504 Loan Closing Update Courses, 30 years of experience closing SBA loans for CDCs and banks, and 27 years of experience teaching adult legal education courses.  
  
Checkout the website: <http://www.janicegarlitz.com>
- **Practice Tips** - with 30 years of experience in closing SBA Loans for CDCs and banks, I have tips to improve your closing process and make it as seamless as possible
- **Updates** - All participants registering for the entire Course will receive e-mail updates to the course materials through 2017. Updates are included in your Course registration fee.
- **Attorney and CDC Staff attendance reported to SBA** - attendance for all attorneys and CDC staff who attend the entire Course will be reported to SBA
- **CLE** - for attorneys
- **Prerequisite** - None
- **Agenda** - attached

## AGENDA

### Chapter 1:            Overview of SBA 504 Loan Program

- Topics:
- Goals of 504 Loan Program
  - Types of CDCs and What CDCs Do
  - Financing Options for 504 Loans
  - Eligible and Ineligible Use of 504 Project Proceeds
  - Job Creation and Economic Development Criteria
  - 504 Loan Amounts
  - Eligible and Ineligible Borrowers
  - Overview of 504 Loan Closing
  - Overview of Debenture Funding, Post-Funding and Repayment

### Chapter 2:            Authorization for Debenture Guarantee (SBA 504 Loan)

- Topics:
- Review of National Authorization Boilerplate and Standard Collateral Conditions
  - Signing the Authorization
  - What is the Authorization
  - Amending the Authorization
  - Guarantors: who must guarantee and waivers

### Chapter 3:            Eligible Passive Company and Operating Company Loans

- Topics:
- EPC/OC regulation
  - Requirements for EPC/OC loan structure
  - EPC/OC lease requirements
  - Guarantee and Trust requirements
  - Multiple businesses

## AGENDA

### Chapter 4: Types of Borrower and Guarantor Entities and Property Ownership

- Topics:
- Individual and Husband/Wife Proprietorships and required documentation
  - Partnerships (General, Limited and Limited Liability) and required documentation
  - Corporations (Stock, Professional and Non-stock, Subchapter C and Subchapter S) and required documentation
  - Limited Liability Companies (LLCs, Professional LLCs and Series LLCs) and required documentation
  - Trusts and required documentation
  - Trade, Fictitious, Assumed and d/b/a Names and required documentation
  - Forms of Property Ownership (tenancy in common, joint tenancy, tenancy by the entirety and community property)

### Chapter 5: Project Cost, Borrower Contribution, Fees and Use of Proceeds

- Topics:
- Eligible Project Costs and Administrative Costs
  - Borrower Contribution (cash or equity) and borrowed contributions
  - Mandatory increased Borrower Contribution for new businesses and special-purpose properties
  - Costs in excess of Project Costs
  - Allowable 504 Fees
  - Evidence of Use of Proceeds

### Chapter 6: Interim Financing and Third Party Loan

- Topics:
- Components of Project Financing
  - Sources of Interim Financing and Do-It-Yourself Construction
  - Construction Escrows
  - Construction Contingencies
  - Interim Loan Documents
  - Interim Lender Certification
  - Third Party Loan Documents
  - Terms of Third Party Loans
  - Third Party Lender Agreement
  - Third Party Lender Participation Fee
  - Seller Financing
  - Subordinated Financing including Industrial Revenue or Development Bonds

## AGENDA

### Chapter 7:            Real Property Collateral

- Topics:
- Lien Instruments, Mandatory Language and Assignments to SBA
  - Surveys
  - Title Insurance Commitments, Policies and Endorsements
  - Judgments and Liens
  - Title Reports and Attorney Title Opinions
  - Condominiums
  - State Boilerplate Options
  - Leased Land Deals with Third Party Landlords
  - Non-Project Real Property Collateral

### Chapter 8:            Other Collateral

- Topics:
- Equipment and Fixtures
  - Security Agreements and UCC Financing Statements
  - Equipment List
  - UCC Lien Searches
  - Leased Business Premises and Landlord's Subordination Agreement
  - Assignment of [Leases and] Rents
  - Percentage Occupancy
  - Third Party Leases and Subleases
  - Standby Creditor's Agreement
  - Subordination Agreements
  - Other Types of Personal Property and Assignments

### Chapter 9:            Insurance

- Topics:
- Life Insurance and Collateral Assignments
  - Flood Insurance and FEMA 086-0-32 Form
  - Hazard or Property Casualty Insurance
  - Other Types of Insurance including Full Marine, Liability, Dram Shop/Host Liquor and Workers' Compensation

## AGENDA

### Chapter 10:            Environmental Requirements

- Topics:
- Environmental Investigations for Commercial Property
  - Types of Environmental Investigations
  - SBA Reliance Letter
  - What Environmental Investigation to Order
  - Approval and Disbursement with Contamination
  - Gas Stations and Other Special Use Facilities
  - Submitting Environmental Investigations to SBA
  - Standards for Environmental Professionals
  - Environmental Certifications
  - Appeals and Reconsiderations to SBA Environmental Committee

### Chapter 11:            Other Conditions of 504 Loans

- Topics:
- Tax Transcripts, Certifications and Lien Reports
  - Appraisals
  - Earthquake Hazards and Seismic Certification
  - Occupancy Certificates and Completion of Construction
  - No Adverse Change Determinations
  - Borrower and Operating Company Certifications
  - Compensation Agreements
  - Loan Agreements
  - Franchise, License, Dealer, Jobber and Similar Agreements
  - Customer Identification Program



## AGENDA

### Chapter 12: Closing, Funding and Post-Funding Requirements

- Topics:
- SBA and 504 Loan Closing Forms
  - Closing and Recording Lien Instruments
  - Streamlined Processing of 504 Loan Closings
  - Qualifications to Become a Priority CDC
  - Qualifications to Become a Designated Attorney
  - Submission of Closing Packages to SBA
  - Submission of Documents to Central Servicing Agent
  - Submission of Documents to SBA Commercial Loan Servicing Center
  - Quality Assurance Reviews and Complete File Reviews
  - Responsibility of Closing and Enforcement Actions
  - Independent Loan Reviews

### Putting It All Together: The Case Study

- Topics:
- Mixed Use Project with Construction
  - Translating the Authorization into Closing Requirements and Use of Master Closing Checklist
  - Problems Encountered in Closings and Solutions with Borrower and Guarantor Organizational Documents
  - Interim and Third Party Loan Documents
  - Title Work and Survey
  - Insurance Coverages
  - UCC Lien Searches
  - EPC/OC Lease
  - Standby Creditors
  - Project Costs and Use of Proceeds
  - Completing SBA Forms
  - Amending the Authorization for Debenture Guarantee

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