



SBA 504 LOAN CLOSING TRAINING

OCTOBER 6-8, 2014

MINNEAPOLIS, MN

Conveniently located near
Minneapolis/St. Paul Airport and Mall of America

For the first time since 1995 when SBA began to require 504 Loan Closing training, the 504 Loan Closing Course is being offered in Minneapolis with a Networking Breakfast on October 7. The Course covers all aspects of closings including any changes announced by SBA prior to or during the class.

Take advantage of this unique opportunity and register now!

This Course is designed for *attorneys and paralegals, CDC managers and staff, and bankers or bank counsel* engaged in closing 504 Loans or interested in learning more about integrating the closing process with loan eligibility and packaging and loan servicing

- Cost: \$899.00 per participant
- Discount: A 10% discount per person of \$90.00 is offered for 2 or more staff from the same CDC, 2 or more lawyers from the same law firm, or 2 or more persons (staff and lawyers) representing the same CDC
- Same price for CDC staff and attorneys - **no membership required and no membership fees**
- Government Rate: \$699.00 per government participant

To register for this Course, complete and e-mail the attached 504 Loan Closing Course Registration Form and mail your payment to Janice E. Garlitz, P.C. [CLICK HERE](#)

Why Take This 504 Loan Closing Course?

- **Course Materials are SBA-approved**
 - **504 Loan Closing Course Manual** - All participants will receive the 504 Loan Closing Course Manual updated for the final 04/21/14 regulations and the latest Versions of the National Authorization Boilerplate and SOP 50-10(5) and changes to 504 Loan closings. The Manual has approximately 500 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** - All participants will receive the 504 Loan Closing Forms Manual. 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** - All participants will receive the updated PowerPoint with more than 600 slides covering all aspects of 504 Loan closings.
- **Case Studies** - All participants will receive 2 case studies 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 and Forms Manual will be distributed electronically via e-mail. You have the choice of downloading the Manuals to your laptop or tablet and bringing that to class (electrical connections will be provided) or printing the materials for your use in class. The PowerPoint and case studies will be distributed in hard copy in class.
- **Experienced Instructors**
 - **Jan Garlitz, President, Janice E. Garlitz, P.C.** - 19 years of experience preparing, updating and teaching the 504 Loan Closing and 504 Loan Closing Update Courses, 27 years of experience closing SBA loans for CDCs and banks, and 24 years of experience teaching adult legal education courses.

Checkout the website: <http://www.janicegarlitz.com>
 - **Linda Kindrick, Executive Director, Montana Community Finance Corporation (MCFC)** - 31 years of experience in SBA lending with 22 years in the SBA District Office in Helena, MT and 9 years of experience as MCFC's Executive Director handling management, marketing, underwriting and routine servicing and overseeing closings of 504 Loans. With the support of its Board of Directors and staff, MCFC is the most experienced CDC in the State.

Checkout the website: <http://www.mtcommunityfinance.org>
- **Practice Tips** - with more than 58 years of combined experience in SBA Loans for CDCs and banks, we have tips to improve your closing process and make it as seamless as possible
- **Updates** - all participants will receive e-mail updates to the course materials for the next 6 months through March 2015 (updates included in the course registration fee)
- **Attorney attendance reported to SBA** - attendance for all attorneys who attend the entire Course will be reported to SBA

- **CLE - 20.25 hours of MN CLE *applied for***

For other states, assistance is provided for applying for CLE credit with your state bar

- **Prerequisite** - None for attorneys

Introduction to SBA 504 or 6 months' experience with 504 Loans
recommended for CDC staff

- **Draft Agenda** - attached

- **Cancellation Policy** -

Full refund with written notice of cancellation received before September 15, 2014

No refunds after September 15, 2014 (three weeks before class when course materials are being printed and distributed), but your registration fee will be applied to the 504 Loan Closing Course in 2015

Hotel Information

Hilton Minneapolis/St. Paul Airport Mall of America
3800 American Blvd E.
Bloomington, MN 55425
952-548-0993

Room Rate: \$139 per night, plus taxes for October 5-8, 2014 (rate good while space is available and reservations made prior to September 7, 2014)

Direct reservation page for rooms only:

http://www.hilton.com/en/hi/groups/personalized/M/MSPAHHF-JANICE-20141005/index.jhtml?WT.mc_id=POG

You also can book your room by calling:

Hilton Minneapolis/St. Paul: 1-952-548-0993

Hilton Reservations: 1-800-HILTONS (1-800-445-8667)

The room block is Janice E. Garlitz, P.C.

Check-in is 3:00 PM; check-out is 12:00 PM

Hotel parking is available on a complimentary basis for registered guests and meeting attendees

Hotel is 100% non-smoking.

SBA 504 LOAN CLOSING AGENDA - TENTATIVE

Monday, October 6

- 7:30 am - 8:30 am Registration
Coffee and beverage setup (breakfast on your own)
- 8:30 am - 10:00 am Attorneys and Bankers: Overview of SBA 504 Loan Program
Paralegals and CDC Staff: Business Entities and Ownership
- 10:00 am - 10:15 am *Break*
- 10:15 am - 11:45 am Attorneys and Bankers: Overview of SBA 504 Loan Program *cont.*
Paralegals and CDC Staff: Business Entities and Ownership *cont.*
- 11:45 am - 1:00 pm *Lunch (on your own)*
- 1:00 pm - 2:30 pm Attorneys: Priority CDCs, Designated Attorneys and Opinion of
CDC Counsel
CDC Staff: Priority CDCs, CDC Certification and Use of
Proceeds
- 2:30 pm - 2:45 pm *Break*
- 2:45 pm - 4:00 pm National Authorization for Debenture Guarantee Boilerplate
- 4:00 pm - 4:15 pm *Break*
- 4:15 pm - 5:30 pm Case Study No. 1 (Preparing Core Documents)
- Dinner and evening activities on your own

Tuesday, October 7

- 7:30 am - 9:00 am **NETWORKING BREAKFAST**
- 9:00 am - 10:30 am Eligible Passive Company Regulation
Borrower Contribution to Project
- 10:30 am - 10:45 am *Break*
- 10:45 am - 12:15 pm Interim Financing and Third Party Loans
- 12:15 pm - 1:15 pm *Lunch (on your own)*

1:15 pm - 2:00 pm Real Property Collateral
2:00 pm - 3:00 pm Personal Property and Other Collateral
3:00 pm - 3:15 pm *Break*
3:15 pm - 4:15 pm Insurance
4:15 pm - 5:15 pm Other Conditions of 504 Loan Closings
5:15 pm - 5:30 pm Case Study No. 2 handed out; teams organized
Dinner and evening activities on your own

Wednesday, October 8

7:30 am - 8:00 am *Coffee and beverage setup* (breakfast on your own)
8:00 am - 9:30 am Environmental Requirements
9:30 am - 9:45 am *Break*
9:45 am - 11:45 am Other Conditions of 504 Loan Closings *cont.*
Submitting the Closing Package to SBA District Counsel
Sending Documents to Wells Fargo 504 CSA
Sending Documents to SBA CLSC
Quality Assurance and Complete File Reviews
Independent Loan Reviews
11:45 am - 1:00 pm *Lunch* (on your own)
Hotel Checkout is 12:00 pm (luggage may be kept in classroom)
1:00 pm - 3:00 pm Case Study No. 2
Issues and Practical Tips
3:00 pm - 3:15 pm *Break*
3:15 pm - 4:00 pm Case Study No. 2 *cont.*
Issues and Practical Tips *cont.*
Ask Your Questions

**REGISTRATION FOR 504 LOAN CLOSING COURSE
OCTOBER 6-8, 2014 IN MINNEAPOLIS, MN**

To register for the 504 Loan Closing Course being offered live in-person on Monday, October 6, through Wednesday, October 8, 2014, please complete the following information **for each registrant**. The course fee is \$899.00 per registrant **subject to discount as described below** and \$699.00 per government registrant.

Please e-mail a copy of the completed Registration Form to jangarlitz@netzero.net for each registrant and also mail this Registration Form together with your check, made payable to Janice E. Garlitz, P.C., to:

Janice E. Garlitz, P.C.
39927 New Road, Aldie, VA 20105

Name: _____.

CDC, Law Firm or Lender Name: _____.

Mailing Address: _____.

_____.

E-mail: _____.

Daytime Telephone: _____.

Cell phone (in case we need to reach you in Minneapolis): _____.

Discount: A 10% discount per person of \$90.00 is offered for 2 or more staff from the same CDC, 2 or more lawyers from the same law firm, or 2 or more persons (staff and lawyers) representing the same CDC.

If you are eligible for a discount, please list the other registrants from the same CDC or law firm and *also* complete, e-mail and mail their Registration Forms:

Other Registrants: _____.

_____.

_____.

Your Name: _____.

Your Title: _____.

Date: _____.