

**2018**  
**SBA 7(a) LOAN CLOSING TRAINING**  
***ONLINE ON DEMAND ON YOUR SCHEDULE***

***REGISTRATION IS ALWAYS OPEN***

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**Need 7(a) 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 7(a) Loan Closing Course online in conjunction with **Lawline.com**, a national provider of continuing legal education. This Course is designed for *attorneys, paralegals, bankers and bank counsel* handling 7(a) Loans and CDC staff handling Community Advantage Loans.

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

<https://www.lawline.com/curriculum/7a-loan-closing-basics-package>

**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 bank, 2 or more lawyers or paralegals from the same law firm, or 2 or more persons (staff and lawyers) representing the same bank.

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

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

## **When:**

Parts of the 7(a) Loan Closing Course were previously recorded in conjunction with SBA-required 504 training. Updated sessions will be live webcasts with Q&A in Lawline.com's state-of-art studio in New York City as described below.

The entire 7(a) 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 7(a) Loan Closing Course is offered in 10 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 10 sessions are:

Session 1     Overview of the SBA 504 and 7(a) Loan Programs

2018 Live Webcast: February 27, 2018 10:00 AM - 1:10 PM EST

Session 2     7(a) Authorization (SBA Guaranteed Loan)

2018 Live Webcast: February 28, 2018 1:30 PM - 3:00 PM EST

Session 3     Eligible Passive Company and Operating Company Loans in SBA 504 and 7(a) Loan Closings

2018 Live Webcast: February 27, 2018 2:00 PM - 3:00 PM EST

Session 4     Types of Borrower and Guarantor Entities and Property Ownership in SBA 504 and 7(a) Loan Closing (pre-recorded)

Session 5     Use of Proceeds, Equity Injection and Fees in 7(a) Loan Closings

2018 Live Webcast: February 28, 2018 3:15 PM - 4:15 PM EST

Session 6     7(a) Loan Closing Requirements

2018 Live Webcast: March 1, 2018 10:00 AM - 12:00 PM EST

Session 7     Real Property Collateral in SBA 504 and 7(a) Loan Closings (pre-recorded)

Session 8     Other Collateral in SBA 504 and 7(a) Loan Closings (pre-recorded)

Session 9     Insurance in SBA 504 and 7(a) Loan Closings (pre-recorded)

Session 10    Environmental Requirements for SBA 504 and 7(a) Loan Closings (pre-recorded)

**CLE Credits:** The Course provides 15.5 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:

Alaska	Arizona	California	Connecticut	Georgia
Hawaii	Illinois	Missouri	New Jersey	New Mexico
New York	Pennsylvania	Virginia	West Virginia	

Webcast only: Arkansas

On demand only:	North Carolina	South Carolina
	Tennessee	Texas

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 7(a) Loan Closing Course?**

- **PowerPoint Presentation** - Participants registered for the entire Course will receive the PowerPoint with more than 730 slides covering all aspects of 7(a) 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.
- **7(a) Authorization and Forms** - Participants registering for the entire Course will receive the National 7(a) Authorization Boilerplate and SBA 7(a) closing Forms. This will be distributed electronically via e-mail.
- **Experienced Instructor**
  - **Jan Garlitz, President, Janice E. Garlitz, P.C.** - 23 years of experience preparing, updating and teaching the 504 Loan Closing and 504 Loan Closing Update Courses, 31 years of experience closing SBA 7(a) and 504 loans for CDCs and banks, and 28 years of experience teaching adult legal education courses.

Checkout the website: <http://www.janicegarlitz.com>

- **Practice Tips** - with 31 years of experience in closing SBA 7(a) and 504 Loans for CDCs and banks, I have tips to improve your closing process and make it as seamless as possible
- **CLE** - for attorneys
- **Prerequisite** - None
- **Agenda** - attached

## AGENDA

### Session 1:            Overview of SBA 504 and 7(a) Loan Programs (3.0 Hours)

- Topics:
- Purposes of 7(a) Loan Program
  - Types of Lenders and Source of Loan Funds
  - Maximum SBA Lending and Guaranty Limits
  - Eligible and Ineligible Borrowers and Size Standards
  - Loan Maturities and Interest Rates
  - 7(a) versus 504 Loans

### Session 2:            7(a) Authorization (SBA Guaranteed Loan) (1.5 Hours)

- 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

### Session 3:            Eligible Passive Company and Operating Company Loans in SBA 504 and 7(a) Loans (1.0 Hours)

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

### Session 4:            Types of Borrower and Guarantor Entities and Property Ownership in SBA 504 and 7(a) Loans (2.5 Hours)

- 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)

## **AGENDA**

Session 5:                    Use of Proceeds, Equity Injection and Fees in 7(a) Loans (1.0 Hours)

- Topics:
- Eligible Use of Loan Proceeds
  - Documenting Use of Loan Proceeds
  - Equity Injection Requirements
  - Allowable and Prohibited 7(a) Fees
  - Compensation Agreement (SBA Form 159 (7a))

Session 6:                    7(a) Loan Closing Requirements (2.0 Hours)

- Topics:
- IRS Tax Transcripts, Certifications and Lien Reports
  - Real Estate Appraisals and Business Valuations
  - Earthquake Hazards and Seismic Certification
  - Construction Requirements
  - Customer Identification Program
  - Closing 7(a) Loans
  - Mandatory and Optional SBA Forms
  - Requirements for Loan Documents
  - Review of Key SBA Forms

Session 7:                    Real Property Collateral in SBA 504 and 7(a) Loans (1.0 Hours)

- 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

Session 8:                    Other Collateral in SBA 504 and 7(a) Loans (1;0 Hours)

- 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

## AGENDA

### Session 9:           Insurance in SBA 504 and 7(a) Loans (1.0 Hours)

- 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, Professional Liability and Workers' Compensation

### Session 10:       Environmental Requirements for SBA 504 and 7(a) Loans (1.5 Hours)

- 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

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