

**CDC 327 ACTION  
REQUEST TO AMEND AUTHORIZATION FOR DEBENTURE GUARANTEE (504 LOAN)  
TABLE OF CONTENTS AND INSTRUCTIONS**

*These CDC 327 Action templates provide the most common amendments to the Authorization for Debenture Guarantee (504 Loan). Unless otherwise noted, they are based on Version 2009 of the National Authorization Boilerplate. These templates will be updated and distributed as new versions of the Boilerplate are released.*

**INSTRUCTIONS:**

- A. *Please select (1) the CDC Checklist for Submitting 327 Actions -- this Checklist is to be used with all 327 actions sent to the Sacramento Centralized Loan Processing Center – and (2) the template or templates below for the amendments that you wish to make to your Authorization.*
- B. *The CDC Checklist for Submitting 327 Actions must include a signature and title. If you transmit your 327 action via e-mail, you must provide either a scanned or an encrypted signature. If you do not have a scanner, various commercial office supply/copying companies such as Kinko’s, Staples and Office Depot can scan your signature onto a diskette for your use.*
- C. *For each template, check all applicable boxes; insert all requested information, **including a reason for the requested change**; and insert any other changes to the Authorization not listed that you need to make. Delete any inapplicable provisions or information.*
- D. *If your proposed amendments cover more than one template, string all the applicable templates together and send them in one transmittal to the Sacramento Centralized Loan Processing Center. The Center will process all the templates and approve each one.*

**AVAILABLE AMENDMENTS**

1. Extension of Authorization
2. Change Loan Structure from Borrower to Eligible Passive Company/Operating Company or Co-Borrower
3. Change Loan Structure from Eligible Passive Company/Operating Company or Co-Borrower to Borrower
4. Change in Total Project Cost or Change in any Line Item of Project Costs (Increase or Decrease)
5. Change Amount of 504 Loan (Increase or Decrease)
6. Add or Delete Construction/Remodeling Monies
7. Add or Delete Equipment/Fixtures
8. Add Guarantor or Collateral Securing Guarantee
9. Delete Guarantor or Collateral Securing Guarantee or Change Limitation for Limited Guarantee
10. Change in Standby Decision
11. Change in Amount of Appraisal
12. Change in Interim or Third Party Lender(s) and/or Terms of Interim or Third Party Lender Loan
13. Correct or Complete Name of Borrower, Operating Company, Co-Borrower, or Guarantor
14. Correct, Complete or Change Street Addresses (but not to change Project Property)
15. Change in Life Insurance
16. Add or Delete Non-Project Collateral
17. Approval of Non-ALP CDC’s Determination of No Adverse Change in Financial Condition
18. Construction Escrow Agreement
19. Post-Debenture Sale Occupancy
20. Add Refinanced Debt
21. Subordination with Nondisturbance for Specific Leases/Subleases
22. Executed Franchise Documents

**FORMATTING**

There templates are formatted in Times New Roman 10 font, 1-inch margins on all sides and tabs every 5 spaces.