IV. SUBMITTING NOTIFICATION OF CHANGE IN LOAN TERMS

Lenders are required to notify CPCFA within 15 business days of any change in loan terms of a currently enrolled loan prior to maturity.

The Notification of Change in Loan Terms form must be filled out properly and indicate the change in material terms of the loan. Any type of change in terms, excluding interest rate, must be submitted with an amended Loan Enrollment application, a new Lender Certification and a new Borrower Certification.

Please note that the Authority may authorize an extension of the maturity date of an enrolled loan for up to eighteen (18) months, if the Participating Financial Institution has provided the Authority written certification to its credit policy that provides for such extensions of the maturity date.

Copies of CalCAP Small Business Loan Enrollment Application Package can be found in Chapter VIII of this manual. However, lenders should always check CalCAP's website for the most current version of the application:

http://www.treasurer.ca.gov/cpcfa/calcap/sb/index.asp

A. Overview

Lenders must submit to CalCAP the following forms and documentation with each Change in Loan Terms Form request:

Interest Rate Change			
1. CalCAP Notification of Change in Loan Terms Form <u>http://www.treasurer.ca.gov/cpcfa/calcap/tools/notification-loan-change.pdf</u>	\checkmark		
Maturity Date Change or Other Change in Loan Terms			
1. CalCAP Notification of Change in Loan Terms Form @http://www.treasurer.ca.gov/cpcfa/calcap/tools/notification-loan-change.pdf	V		
2. CalCAP Small Business Loan Enrollment Application @ http://www.treasurer.ca.gov/cpcfa/calcap/sb/enrollment.pdf	4		
3. CalCAP Small Business Lender Certification @http://www.treasurer.ca.gov/cpcfa/calcap/sb/lender_cert.pdf	4		
4. Borrower Certification for Small Business Loan Enrollment @ http://www.treasurer.ca.gov/cpcfa/calcap/sb/certification.pdf	1		



Completed Change in Loan Terms form, amended Loan Enrollment application and updated Lender and Borrower Certifications must be **received** at CalCAP within **15 business days of the "Change Effective Date**" by email, fax, or regular mail:

- CalCAP@treasurer.ca.gov
- 🗏 (916) 657-4821

CPCFA CalCAP

P.O. Box 942809 Sacramento, CA 94209-0001

B. Instructions for Completing the Notification of Change in Loan Terms Form

Form 3: Notification of Change in Loan Terms Form

Lender Information Section					
15	ũ.				
	CALIFORNIA CAPITAL ACCES California Pollution Control Financ Office Location: 801 Capitol Mall, Sacramento, CA 95814 Telephone (916) 654-5610	cing Authority Sacramento, CA 94209-0001			
	CalCAP NOTIFICATION OF CHANGE IN LOAN TERMS				
	Participating lenders must provide written notification of any change in material terms of a loan, including changes to the maturity date or interest rate, within 15 days of the effective date of the change.				
	NOTE: For a loan amount increase, a new CalCAP Loan Enrollment Application must be submitted and premium contributions deposited.				
		Small Business ARB EVCS ADA Seismic Safety			
	Lender:	Lender's CalCAP ID #:			
	Contact Person:	Phone:			
		Email:			
Field:		Information Needed:			
CalCAP P	rogram	\checkmark Indicate which program the loan was enrolled into.			
Lender		✓ Name of the financial institution.			
Lenders CalCAP ID#		✓ The financial institutions' assigned CalCAP Lender ID. This number was issued and provided on the signed copy of the lender's "Financial Institution Enrollment" agreement and "Welcome Letter" that accompanied it. (This number never changes.)			
 Contact P 	ct Person ✓ Name of lender representative CalCAP can contact with questions about this enrollment change.				
Phone		✓ Direct phone number with area code for the Loan Contact named above.			
• Email		✓ Email of Loan Contact named above.			
Loan Info	Loan Information Section				
	Borrower:	Change Effective Date:			
	CalCAP Loan Number:				
	Type of Change:				
	Interest Rate Change				
	Effective Date:	New Interest Rate			
	Maturity Date Change	nded loan enrollment application and complete the following two fields.			
	Old Maturity Date				
	New Maturity Date				
	 Other (please provide s) 				
		aded loan enrollment application and complete the following field.			
	Describe the change(s) to the loan				
	Authorized Lender Signature	Title Date			
	Printed Name of Authorized Sig	gner			

Field:	Information Needed:
 Borrower 	\checkmark Name of the primary borrower representing the business.
 Change Effective Date 	\checkmark Date of the change to the loan.
 CalCAP Loan Number 	✓ The number CalCAP assigned to the loan after it was approved. This number can be found on the approved CalCAP loan enrollment application form. A copy of this was returned to the lender.
	✓ Check the box(es) which describe the change in the loan terms.
	If the change is interest rate, enter the fields below: Effective Date and New Interest Rate.
 Type of Change: Interest Rate Change Maturity Date Change Other 	If the change is maturity date, enter the fields below: Old Maturity Date and New Maturity Date. Submit the amended Loan Enrollment application, and new Lender and Borrower certification along with the completed change in the loan terms form.
	If the change is checked for "Other" please describe the change in the field below. Submit the amended Loan Enrollment application, and new Lender and Borrower certification along with the completed change in the loan terms form.
 Authorized Lender Signature 	\checkmark To be signed by the Lender designated as an authorized signer.
• Title	✓ Title of the Lender designated as an authorized signer.
Date	✓ Date the Change in Loan Terms form was signed.
 Print Name of Authorized Signer 	✓ Print the name of the authorized signer who signed the form.