CONTACT INFORMATION

First Name		Last Name	
Email			
Title		Phone		Contact Type	

First Name		Last Name	
Email			
Title		Phone		Contact Type	

First Name		Last Name	
Email			
Title		Phone		Contact Type	

First Name		Last Name	
Email			
Title		Phone		Contact Type	

First Name		Last Name	
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Title		Phone		Contact Type	

First Name		Last Name	
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Title		Phone		Contact Type	

First Name		Last Name	
Email			
Title		Phone		Contact Type	

First Name		Last Name	
Email			
Title		Phone		Contact Type	

First Name		Last Name	
Email			
Title		Phone		Contact Type	

CONTACT INFORMATION

Pre App ETRAN Application ID (If Applicable)	
Previous e504 Tracking Number (If Applicable)	

Companion ETRAN Application ID	
	OR
Companion SBA Loan Number	

Comments

Instructions for using this form:

1. First Name: The first name of the Point of Contact (POC)
2. Last Name: The last name of the POC.
3. Email Address: The email address of the POC.
4. Title: The corporate title of the POC. Examples are: CEO, COO, Loan Officer, etc.
5. Phone Number: The phone number of the POC
6. Contact Type.   This determines what correspondence will be sent to the selected POC:
    • All Notifications: All communication about the application will be sent the selected POC.
    • Package Receipt: The POC will be sent a list of the documents received by the Sacramento Loan Processing Center (SLPC). The message will be sent within 2 hours of receipt.
    • Loan Officer: Any questions or concerns about the application or loan will be directed to this POC.
    • Final Authorization: The selected POC will receive the final authorization from SLPC.
    • Servicing: The selected POC will receive emails regarding all servicing correspondence.
    • Closing: The selected POC will receive emails about closings
    • Screen Out: The selected POC will receive all screen outs from the submitted application.
7. Pre App ETRAN Application ID: If a Pre-App was submitted and the Application ID is different than the one being submitted, please add the Pre-App Application ID so SLPC can associate the Pre-App Application ID to the current Application ID.
8. Previous e504 Tracking Number: If an application was submitted via the old e504 Process and there was a tracking number associated with it, please include the e504 Tracking Number. This number should be less than 600,000.
9. Companion ETRAN Application ID: If another application has been submitted related to this project (example: equipment loans), please add the Application ID. If an Application ID is unknown, then #10 should be filled.
10. Companion SBA Loan Number: If another application has been submitted for related to this project (example: equipment loans), please add the Loan Number. If a Loan Number is unknown, then #9 should be filled.
11. Comments: Any additional comments that the CDC wants to provide to the SLPC.
12. If there are multiple companion applications please use the comment section to list the additional ETRAN Application IDs or Loan Numbers