



# Small Business Finance

Email: [mroberson@cdcloans.com](mailto:mroberson@cdcloans.com)

**CDC requires 15 days written notice from the borrower to establish a payoff date; prepayments are only accepted on the 3<sup>rd</sup> Thursday of each month.**

Please complete form and forward to: [mroberson@cdcloans.com](mailto:mroberson@cdcloans.com) or Fax 619.764.4718.

**Please call me at 619.243.8618 to confirm receipt of your request.**

SBA Reference Name: \_\_\_\_\_

- **The month and date the loan is to be paid off – Must be the THIRD THURSDAY OF THE MONTH**

Month: \_\_\_\_\_ Date: \_\_\_\_\_

- **The SBA loan number(s) and property address**

SBA Loan Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

- **The borrower’s contact information including phone number, email address, and fax number.**

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Fax number: \_\_\_\_\_

- **If moving out of the building list new mailing address.**

\_\_\_\_\_

- **Escrow/Bank list contact name including phone number, email address, and fax number and escrow number if applicable**

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Escrow Number: \_\_\_\_\_

- **The borrower’s signature and date signed**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REASON FOR PAYOFF (circle one):**    **Selling Building**                      **Refinancing**                      **Divorcing**

Other \_\_\_\_\_