



U.S. Small Business
Administration

SBA DISASTER LOAN DOCUMENTATION REQUIREMENTS

CHURCHES, ASSOCIATIONS, AND OTHER NON-PROFIT ORGANIZATIONS

FOR THESE APPLICATIONS THE FOLLOWING ITEMS MUST BE SUBMITTED:

- Application (SBA Form 5), completed and signed
- Tax Information Authorization (IRS Form 4506-T), completed and signed for each applicant and for any affiliated entity. Affiliates include, but are not limited to, business parents, subsidiaries, and/or other businesses with common ownership or management
- A complete copy of the organization's most recent tax return OR a copy of the organization's IRS tax-exempt certification and complete copies of the organization's three most recent years' statement of activity
- Schedule of Liabilities

SBA MAY ALSO REQUIRE THE FOLLOWING ITEMS:

- Articles of Incorporation (if applicable)
- By-Laws
- Charter (if applicable)
- A current Balance Sheet dated within 90 days of the application and an Operating Statement (Profit and Loss) for the current year to date
- Contact information of all insurance companies providing coverage on the date of the disaster, policy/claim number(s), and documentation of any settlements received to date
- Specifics of all disaster related grants and/or funds received
- Proof of ownership of the disaster damaged property

ADDITIONAL INFORMATION REQUIRED FOR CONDOMINIUM AND OTHER ASSOCIATIONS:

- Complete copy of any Declaration of condominium, Association, or Easement
- Complete copy of the Association's Conditions, Covenants, and Restrictions (CC&R's)
- Master deed for common areas containing the legal description (unless included with above documents)
- List of names and addresses for all owners/unit owners
- Documentation of any special assessments approved by the organization related to disaster repairs
- A complete list of current officers/directors of the association
- Copy of the master insurance policy

Documentation should be sent to: SBA, 14925 Kingsport Road, Fort Worth, TX 76155