



How Do You Apply for an SBA Disaster Loan?

Complete and Return Your Application to SBA

- ◆ The IRS form(s) must be completed and returned with the application.
- ◆ SBA will help you complete your application and answer specific questions.
- ◆ We usually have loan officers in the disaster area to help you. We will announce locations where you can get help in filling out your application.
- ◆ You may also call us toll-free for help with the application or to ask questions.
- ◆ When you have completed your application, you may drop it off at any of our disaster offices or mail it back to us.

WHAT WILL SBA DO NEXT?

SBA Will Verify Your Losses and Review Your Application

- ◆ SBA will check your application for completeness. If we need more information we will let you know.
- ◆ An SBA loss verifier will make an appointment with you to inspect your disaster-damaged property and to make an estimate of the cost to fully repair or replace your damaged property.
- ◆ An SBA loan officer will contact you to discuss your application and a preliminary recommendation. **This is not the final decision.** After a supervisor reviews the recommendation, we will mail you written notice of our decision on your loan request.
- ◆ We usually will give you an approval or decline decision within three weeks after receiving a completed loan application. However, this may vary depending on our workload.

SBA Will Help Close the Loan and Disburse the Funds

- ◆ Upon approval of your loan request, we will send you loan closing documents describing all loan terms and conditions.
- ◆ Sometimes we need additional information to prepare loan documents. If so, we will let you know. Examples of additional items we may need are copies of property deeds, copies of titles to vehicles, copies of leases, etc.
- ◆ We will give you written instructions for completing all the loan documents, and we will offer our help to you.
- ◆ We will send you loan funds after you return the loan documents to us. With larger loans, we usually disburse loan funds in stages as you make the repairs. You must maintain receipts to document expenditures and submit periodic progress reports to obtain additional disbursements.
- ◆ After full disbursement of your SBA loan, we will send your file to a servicing office (SBA or other servicing organization) until it is paid in full. We may also sell your loan.

If you have any questions at any time, please call us at our toll-free number: