



## SBA Disaster Recovery Loan Prep

With the [Disaster Loan Application Portal](#) now available to ALL counties in Arizona, here are the steps you can take to be best prepared for the application process.

### FOR ALL APPLICATIONS THE FOLLOWING ITEMS MUST BE SUBMITTED\*:

- **Loan application (SBA Form 5)**  
Completed and signed (this is electronic/online in the portal).
- **Tax Information Authorization (IRS Form 4506-T)**  
Completed and signed by each applicant, each principal owning 20 percent or more of the applicant business, each general partner or managing member; and, for any owner who has more than 50 percent ownership in an affiliate business. Affiliates include, but are not limited to, business parents, subsidiaries, and/or other businesses with common ownership or management.
- **Federal Income Tax Returns**  
Complete copies, including all schedules, of the most recently filed federal income tax returns for the applicant business; an explanation must be provided if not available.
- **Personal Financial Statement (SBA Form 413)**  
Completed, signed, and dated by the applicant, each principal owning 20 percent or more of the applicant business, and each general partner or managing member.
- **Schedule of Liabilities (SBA Form 2202 may be used)**  
Listing all fixed debts.

*\*All of these forms will be available in the [Disaster Loan Application Portal](#).*

## Things to Know

**Timeline:** From application to fund, it should take 2-3 weeks

**Application Process:** Visit [www.sba.gov/disaster](http://www.sba.gov/disaster) and select “Economic Injury Loan”. A requested amount is not required at this point. Businesses will be assigned a case manager who will work through that next step.

**Microloans:** Loan requests under \$25,000 should just be a signature loan and will not require additional documentation. NO COLLATERAL REQUIREMENT.

**Multiple Businesses:** Owners of multiple businesses cannot apply for multiple loans.

**Uses:** Businesses’ fixed liabilities, working capital, payroll, and benefits. You cannot use Disaster Recovery Loans to pay off any other loan. Funds may be used to pay a monthly payment.

**Prepayment Penalty:** None whatsoever.

**Collateral:** Requested and preferred but would not be dis-qualifier. 401k is not an accepted form of collateral. SBA will accept collateral if it is available as a federal rule. Real estate will likely have a valuation but not full appraisal. (recent appraisal/tax)

**Credit Issue:** Co-signers are accepted.

**Terms & Rates:** Up to 30 years, depending on the situation. Business 3.75%, Non-Profit 2.25%.

**Insurance Funds:** Receiving business interruption or other insurance should not impact qualifying for Disaster Recovery Loan funds because it is not income.

**Eligibility:** Businesses with credit available elsewhere are not eligible for the SBA Disaster Recovery Loan program. Businesses/Owners that have federal debt in repayment plans are eligible as long as they are current.

**Citizenship:** Green Card citizens are eligible.

**Startups:** Disaster Recovery Loans should be available to all businesses, even if they have only been operating for a month.