

Instructions for

SMALL BUSINESS ADMINISTRATION

DAMAGE ASSESSMENT FORM 5

(For Residents & Business Use)

Form 5 consists of three pages; the first page is instructions how to complete the SBA forms. The next two pages are identical, both must be completed and the *applicant* must keep one for their records and the other should be returned to Bucks County Emergency Management.

Instruction Package SBA APPLICATION (Residents & Small Business)

This document is to assist you in filling out the following forms. These forms will assist the Bucks County Emergency Management Agency in requesting assistance from the Federal Government for this disaster.

SMALL BUSINESS ADMINISTRATION - DAMAGE ASSESSMENT FORM

Question I. - This question asks your name, address, phone number (where you can be reached), the property owner (if you are a renter) and the type of structure.

Question II. - This question asks for the value of contents within the structure affected as well as the value of the structure (if you own the structure). If you are a renter then disregard all questions regarding the structure.

Question III. - This question asks for an “**estimated**” dollar value of the items damaged during the disaster. These values need to be broken down between damage to the structure and damage to the contents.

Question IV. - This question asks for the amount of applicable insurance on your structure as well as insurance on your contents. The word applicable means that if the disaster was determined to be a flood, how much flood insurance did you carry on your structure as well as the contents of the structure.

Use the above directions to complete the next two pages.

**SMALL BUSINESS ADMINISTRATION
DAMAGE ASSESSMENT FORM
INFORMATION GATHERING PURPOSES ONLY**

I. Name _____ Date _____

Address, _____

Telephone Number _____

(Your residence or where you may be reached)

Name of Property Owner _____

Type of Structure: (check all applicable)

_____ Single Family	_____ Commercial	_____ Other
_____ Multiple Family	_____ Industrial	
_____ Renter	_____ Homeowner	_____ Businessman

II. **Total Value of Property Owned at Disaster Scene**

(Fair market value- pre-disaster)

PERSONAL PROPERTY (CONTENTS) \$ _____

REAL PROPERTY (STRUCTURE) \$ _____

III. **Total of Disaster Loss**

(Computed at Current Market Value)

PERSONAL PROPERTY (CONTENTS) \$ _____

(Such as clothing, furniture, appliances, automobiles, etc. Personal property is anything, which is not considered real estate or is affixed to the actual structure.)

REAL PROPERTY (STRUCTURE) \$ _____

IV. **Total Amount of "Applicable" Insurance for this incident**

PERSONAL PROPERTY (CONTENTS) \$ _____

REAL PROPERTY (STRUCTURE) \$ _____

Name and Phone number of Insurance Company/Agent _____

RETURN THIS COPY TO COUNTY EMA OFFICIALS

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DAMAGE ASSESSMENT FORM
INFORMATION GATHERING PURPOSES ONLY**

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Telephone Number _____

(Your residence or where you may be reached)

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REAL PROPERTY (STRUCTURE) \$ _____

Name and Phone number of Insurance Company/Agent _____

KEEP THIS COPY FOR YOUR RECORDS

Understanding How Disaster Declarations Are Made

All declaration requests must come from the Governor or authorized representative. The Governor can ask for a Presidential disaster declaration or a Small Business Administration (SBA) Administrative declaration, depending upon the severity of the disaster. A Presidential declaration makes many Federal and State programs available, including SBA loans. An SBA declaration makes only SBA loans available.

Presidential Declarations

The Governor contacts the [Federal Emergency Management Agency \(FEMA\)](#) if the State believes damages justify a Presidential declaration. FEMA conducts a Preliminary Damage Assessment (PDA) of the area. We join FEMA, State and local representatives in the PDA when the damages include homes and businesses. If the PDA shows enough damages, the Governor can ask for a declaration. FEMA forwards the Governor's request and the PDA results to the President for a decision. If the President declares the area for Individual Assistance, SBA offers physical and economic injury loans in the declared counties and economic injury (EI) loans only in contiguous counties.

SBA Administrative Declarations

If the damages are less extensive the Governor can ask for an SBA declaration. When the Governor's request for assistance is received, a survey of the damaged area(s) is conducted with State and local officials, and the results are submitted to the Administrator for a decision. When the Administrator of SBA declares an area, both primary and adjacent counties are eligible for the same assistance.

- SBA will make a physical disaster declaration when:

At least 25 homes (primary residences) and/or businesses in a county have uninsured losses of 40% or more of their estimated fair replacement value (Secondary homes, condominium units, cabins, camps, lake homes, etc., used for recreational purposes are not included in the count.)

or

At least three (3) businesses have uninsured loss of 40% or more of their estimated fair replacement value and, as a direct result of the damages, 25% of the work force in the community would be unemployed for at least 90 days.

- SBA will make an economic injury disaster declaration when:

A Governor certifies that at least 5 small businesses in a disaster area have suffered substantial economic injury as a result of the disaster and are in need of financial assistance not otherwise available on reasonable terms,

or

The Secretary of Agriculture designates an area as an agricultural disaster area. SBA may make Economic Injury Disaster Loans to small business concerns and small agricultural cooperatives in the designated counties without credit available elsewhere.