SBA DISASTER LOAN DOCUMENTATION REQUIREMENTS
Non-Profit Organizations, Churches and Associations

1. **Articles of Incorporation***
2. **By-Laws**
3. **Charter, if applicable**
4. **Board of Directors Resolution giving approval to apply to the SBA for disaster loan. (This requirement may be provided subsequent to the offer of a loan).**
5. **Complete copies of the organization's most recent non-profit tax returns OR a copy of the organization's IRS tax-exempt certification and complete copies of the organization's three most recent years operating results.**
6. **A current Balance Sheet and Operating Statement dated within 90 days of the application.**
7. **Name and address of all officers, trustees, and directors**
8. **Organization affiliation, if any.**
9. **Name, address, and phone numbers of all insurance companies providing coverage at the date of the disaster along with all policy numbers, copies of policy coverage pages and recovery settlements to date, if any**
10. **Specifics of all disaster related grants and/or funds received from FEMA**

*If incorporated

Additional Information needed for Churches

1. **Complete copies of organization's most recent non-profit tax returns (or a copy of the exempt filing form showing 501(c)(3) status) and complete copies of the organization's three most recent year's income statements.**

Additional Information for Condo and Other Owner Associations

1. **Complete copy of any Declaration of Condominium, Association, or Easement**
2. **Complete copy of association Conditions, Covenants, and Restrictions (CC&R's)**
3. **Master deed for common areas containing area legal description unless legal description is included within above documents**
4. **List of names and addresses for all unit owners**
5. **Complete copy of the master insurance policies in effect as of the date of the disaster along with copies of recovery settlement information received to date.**
6. **Documentation of any special assessments approved by the organization related to disaster repairs.**

Documentation should be sent to: **SBA, 14925 Kingsport Rd., Fort Worth, TX 76155**