

# **ELA Re-Design OMB / PRA Submission**

**Home Application Page Review and New Enhancements**

**Last Update: 11/10/2011**

## Revision History

Release No.	Date	Revision Description
1.0	10/27/11	Initial creation
1.1	11/10/11	<ul style="list-style-type: none"> <li>• Change label “Table of Contents” to “Summary provided to facilitate OMB review.”</li> <li>• Deleted “Page Tree” from document</li> <li>• Section 1.20 Welcome – False Statements SC 241; revised text in to insert IG requested language.</li> <li>• Section 1.21 Form View – Home Requirements SC 261; corrected typo “This page gives the user information “as” to.....”.</li> <li>• Section 1.25 Form View – Home Application Page 2 (Mortgage) SC 272 corrected typo error “ask” to “asks”.</li> <li>• Section 1.26 Form View – Home Application Page 2 (Landlord) SC 272 corrected typo error “ask” to “asks”.</li> <li>• Section 1.27 Form View – Home Application Page 3 SC 273 corrected typo error “ask” to “asks”.</li> <li>• Section 1.30 Form View – Affiliates SC 281; revised information text to clarify when page will be viewed.</li> <li>• Section 1.32.1 Form View – Submit SC242; inserted new page for user to certify application is true and correct and review false statements language for a second time.</li> <li>• Section 1.33.1 Log Out (Not Submitted); revised information text to add “or “Log Out”.</li> <li>• Section 1.34.1 Log Out (Submitted); revised information text to add “or “Log Out”.</li> </ul>

This OMB / PRA review and approval of the ELA includes a re-design of ELA to discontinue the current “Wizard” approach and the introduction of form fill applications for the SBA Form 5C as it has been re-designed.

We have strived to incorporate the revised paper application into ELA using the same language and format. The only language change is in the “Other Information” section where Headquarters has approved the approach of asking questions in such a manner as the applicant will be required to reply either “Yes” or “No”. This is the same approach as exists today in the wizard ELA.

We recognize that many applicants of Home applications may have more than one employment or other income or joint applicants. Each of these sections on the form fill SBA Form 5C have links what will allow the user to add as many records as are required.

While creating the electronic form fill documents, we have kept industry best practices for basic web functionality. These are:

- Web navigation, e.g. Next, Previous, Help, and Log Out buttons and links.
- Use of radio buttons instead of check boxes to prevent multiple selections when only one is desired.

**Paper Form 5C**

Marital Status     Married     Separated  
 Unmarried (Single, Divorced, Widowed)

**ELA Form 5C**

\* Marital Status     Married     Unmarried  
 Separated (Single, Divorced, Widowed)

- The use of List of Values (LOV) to standardize data selection to match existing DCMS data fields.

**Paper Form 5C**

**Other Income - if the income will be used to help repay this loan.**  
Source   
 per  Week  Bi-Weekly  
 Month  Year  
Source   
 per  Week  Bi-Weekly  
 Month  Year

**ELA Form 5C**

**Other Income**

Source

Amount  Per  Week  Bi-Weekly  
 Month  Year

- Field validation to prevent unsafe import of data into DCMS.
- Field formatting to assist the user when entering dates and other number values.
- Zip Code validation to speed the user experience by populating City, State, and County address fields based on the zip code entered. If the zip code covers more than one county, the applicant will be able to select the correct one. This is the same functionality that exists today in DCMS.

**Paper Form 5C**

2. **Applicant(s)**

---

**Address**

**Address line 2**

**City**  **County**  **State**  **Zip Code**

---

**ELA Form 5C**

\* Address

Address Line 2

\* Zip Code  City

County  State

- Use of business rules to drive some functionality (such as the zip code validation) is necessary but will be limited.
- When user adds a new second mortgage, a panel will display below the current second mortgage record.

Second Mortgage holder's name and address (if any) Name <input type="text"/> Address <input type="text"/> Address Line 2 <input type="text"/> Zip Code <input type="text"/> City <input type="text"/> State <input type="text"/>	Monthly Payment <input type="text"/>	Present Mortgage Balance <input type="text"/>
Second Mortgage holder's name and address (if any) <a href="#">DELETE</a> Name <input type="text"/> Address <input type="text"/> Address Line 2 <input type="text"/> Zip Code <input type="text"/> City <input type="text"/> State <input type="text"/> <a href="#">Add another second mortgage holder</a>	Monthly Payment <input type="text"/>	Present Mortgage Balance <input type="text"/>

- When the user enters a creditor in "Other Debts", a delete link will appear to the left of the row. When the user clicks "Add another debt" a single row will display at the bottom of the section.

Other Debts					
	Name of Creditor	Type of Debt	Monthly Payment	Balance	How Secured
<a href="#">DELETE</a>	Bank of America	Credit Cards	\$125.00	\$3,875.00	

- On the paper application, the 912 question has a space for the user to enter a name. ELA will insert a LOV with the names of the applicant and all joint applicants.

**Paper Form 5C**

7 Is the applicant or joint applicant currently, or have they ever been: (a) under indictment, on parole or probation (b) charged with or arrested for any criminal offense other than a minor motor vehicle violation, including offenses which have been dismissed, discharged, or not prosecuted; or (c) convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor motor vehicle violation?  YES  NO *Provide dates and details for any question answered YES on back page.*

**ELA Form 5C**

g. Is the applicant or any joint applicant currently, or have they ever been: (a) under indictment, on parole or probation (b) charged with or arrested for any criminal offense other than a minor motor vehicle violation, including offenses which have been dismissed, discharged, or not prosecuted; or (c) convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor motor vehicle violation?

Yes  No      If yes, Name

**ELA OMB / PRA 2012 Submission  
Summary provided to facilitate OMB review**

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After the user has completed the SBA Form 5C, they return here to download the required 8821s based on the applicant and all joint applicants entered on the 5C..... 31

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This new electronic version of the paper SBA Form 5C contains the exact same fields as the paper form. Some web best practices are used to assist the applicant and to prevent them from making errors where possible such as using radio buttons instead of check boxes..... 33

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This page contains fields that are dynamically changed to help the user understand what they are answering. Item # 10 “Debts” on the paper form asks for “Mortgage holder’s or Landlord’s name and address. This will be automatically filtered based on the information provided elsewhere. Here the question now asks for the “Mortgage holder’s name and address” since they have already told us that they own the property..... 34

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This page contains fields that are dynamically changed to help the user understand what they are answering. Item # 10 “Debts” on the paper form asks for “Mortgage holder’s or Landlord’s name and address. This will be automatically filtered based on the information provided elsewhere. Here the question now asks for the “Landlord’s name and address” since they have already told us that they rent the property..... 35

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The present ELA asks the same questions as are displayed below with the Yes and No answers being required. The 912 question is updated with new language the IG suggested. A list of values displays the names of applicant and all joint applicants. These are similar to the paper 5C..... 36

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## 1. Welcome - Terms of Use SC 30;

First page viewed by user when accessing the Electronic Loan Application.

### 1.1.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource

Disaster Loan Application

[Help?](#) [Exit](#)

**Notice - Terms of Use**

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, Internet, and intra net use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized Small Business Administration (SBA) personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign.

Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SBA personnel, law enforcement personnel (including the OIG), and/or authorized officials of other agencies, both domestic and foreign. Unauthorized use of, or exceeding authorized access to, this system is prohibited and may constitute a violation of 18 U.S.C. § 1030 or other Federal laws and regulations and may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that there is no reasonable expectation of privacy in the access or use of this computer system.

**PLEASE NOTE: Your responses to the requested information are required in order to obtain a benefit under our Disaster Loan Program. However, you are not required to respond to any collection of information unless it displays a currently valid OMB approval (control) number.**

OMB Control No. 3246-0017  
OMB Control No. 3246-0018  
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## 1.2. Welcome - Login – Register SC 31;

New users will click the “Register” button while returning users can simply “Login”

### 1.2.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

Welcome to the U.S. Small Business Administration Disaster Loan Application. [Help?](#) [Exit](#)  
Homeowners, Renters, and Businesses of all sizes can now apply for federal disaster loans online.

#### New Users

Need to create an account?

#### Returning Users

Please login with your user name and password.

\* **User Name**

\* **Password**

[Don't remember your User Name?](#)  
[Don't remember your Password?](#)

#### What is the SBA Disaster Loan Program?

In the wake of hurricanes, floods, earthquakes, wildfires, tornadoes and other disasters, the SBA is the primary source of money from the Federal government for long-term recovery assistance. For disaster damage to private property owned by individuals, families and businesses not fully covered by insurance, the basic form of Federal assistance is low-interest, long-term disaster loans from the SBA.

Property owners usually have some insurance coverage, but often it does not cover all losses or even the type of hazard, which caused the damage. This leaves individuals and businesses with significant uninsured costs.

#### System Requirements

- The recommended browser for this site is Internet Explorer 8.0 or later.
- If you have dial-up Internet service, you may experience a delay.
- You should have cookies activated.
- You should allow pop-up messages.

[Check Status of a submitted loan application](#)

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### 1.3. Welcome – Status SC 33;

This page will be developed in the future. It will be designed so the user will not have to “Login” to ELA. No PII information will be displayed as a result of this page.

#### 1.3.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Exit](#)

### Disaster Application Status

To view the status of a loan application, please enter the corresponding application number. The 10-digit application number can be found on

Listed below are the possible steps an application may go through during processing. Not every application will spend time in each of these steps. Once you enter your application number, the step in the process where your application is currently located will be indicated with a check mark.

Enter your 10 digit application number

**SEARCH**

[Acceptance](#)   [Initial Review](#)   [Request for documents](#)   [Loss Verification](#)   [Unassigned](#)   [Loan Officer Assigned](#)   [Decision](#)   [Post Decision Activity](#)   [Documents Available!](#)

**PREVIOUS**

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## 1.4. Welcome - Registration Process SC 34;

This page gives a little information about the registration process and includes a statement that is required by the contractor SBA uses to validate the identity of the users of ELA.

### 1.4.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Exit](#)

### Registration Process

As part of the registration process, we will use information you provide to verify your identity. It is important that this information is accurate and correct.

Once your identity is confirmed, you will proceed to the Log-In page. As an extra security measure, we will also send via text or voice message a one-time pass code to your phone after you successfully log-in. You will need this pass code to complete the log-in process. You must have ready access to your phone to receive this pass code. If you are unable to complete the application in one session, you may return, at which time a new pass code will be sent.

\* I acknowledge and understand that third parties are providing information or services to the U.S. Small Business Administration in order for the U.S. Small Business Administration to authenticate my identity. I agree to hold harmless said third parties and indemnify said third parties from any and all liability resulting from my use of the authentication services.

[PREVIOUS](#) [NEXT](#)

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## 1.5. Welcome - Registration Page 1 SC 60;

The first page of the registration collects the user personal information that we will use to authenticate who they are.

### 1.5.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Exit](#)

### User Registration (Part 1 of 2)

\* First Name  MI  \* Last Name  Suffix

\* Social Security Number (###-##-####) [Why we need this?](#) \* Date of Birth (MM/DD/YYYY)

Mailing Address (pre-disaster) [Why we need this?](#)

\* Address Line 1

Address Line 2

\* Zip Code  City  State  County

E-Mail Address [Why we need this?](#)  Re-enter E-Mail Address

As an additional security measure, we will be sending a separate "pass code" to your phone which you will need to log in to the disaster loan application once you complete the registration process. You must have ready access to your phone to receive your pass code to log-in.

\* Primary Phone (###-###-####) [Why we need this?](#) Alternate Phone (###-###-####)

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## 1.6. Welcome - Registration Page 2 SC 62;

User establishes their user ID and password and selects the security questions and gives answers that will be used should the user forget their password or ID.

### 1.6.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Exit](#)

### User Registration (Part 2 of 2)

\* Create Your User Name *(Must be at least 6 characters)*

\* Create Your Password Must be at least 8 characters and must contain at least three of the following items: one uppercase letter, one lower case letter, one number, one special character from this list !@#\$%^&\*()\_+-=[]{}|;:'",.<>/?

\* Confirm Password

\* Security Question 1  
Select a Security Question 1...

\* Security Answer 1


\* Security Question 2  
Select a Security Question 2...

\* Security Answer 2

\* Security Question 3  
Select a Security Question 3...

\* Security Answer 3

**Please type the text appearing in the image below:**  
Note: If you cannot view the image for any reason, please click on the speaker icon to hear the code. Then enter the code in the box below.



\* Enter characters from the image above

[PREVIOUS](#) [NEXT](#)

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## 1.7. Welcome - Pass Code Delivery SC 61;

User selects how they wish to receive their authentication pin.

### 1.7.1. User View

The screenshot shows the 'Pass Code Delivery' step of the SBA Disaster Loan Application. The header includes the SBA logo, the text 'U.S. Small Business Administration', and 'Your Small Business Resource'. To the right of the logo are three small photos of people. The main title is 'Disaster Loan Application'. Below the header, the page title is 'Pass Code Delivery' with links for 'Help?' and 'Exit'. The main content asks 'How you like to confirm your Identity?' and provides instructions: 'Please select one of the options below, then press Submit to continue.' There are three radio button options: 'Send me a pass code via email to jxxx@aol.com', 'Send me a pass code via SMS text message to XXX-XXX-3987', and 'Send me a pass code via a recorded message to XXX-XXX-4567'. A 'SUBMIT' button is located below the options. At the bottom of the form area, there are 'PREVIOUS' and 'NEXT' navigation buttons. The footer contains OMB Control No. 3246-0017, OMB Control No. 3246-0018, Exp. 2/29/2012, and a navigation menu with links for SBA, FEMA, FAQ, Contact Us, Fact Sheet, and Military Reservist Loans.

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource

**Disaster Loan Application**

[Help?](#) [Exit](#)

### Pass Code Delivery

How you like to confirm your Identity?

Please select one of the options below, then press **Submit** to continue.

- Send me a pass code via email to jxxx@aol.com
- Send me a pass code via SMS text message to XXX-XXX-3987
- Send me a pass code via a recorded message to XXX-XXX-4567

**SUBMIT**

**PREVIOUS** **NEXT**

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**1.8. Welcome - Authentication Challenge;** after receiving their authentication pin, the user is prompted to enter the pin code on this page.

### 1.8.1. User View

**Anakam Challenge**

## Authentication Challenge

You have attempted to access a secure site from an unregistered computer. To complete the login process, please enter the security information below.

All fields are required. Fields are not case sensitive. [Help](#)

A one-time pass code has been sent to your mobile phone (XXX-XXX-8100) using an SMS text message. Please retrieve the pass code and enter it below.

Pass Code:  [Having trouble receiving the Pass code?](#)

## 1.9. Welcome – Navigation SC 32;

The user is given information as to the proper use of navigation in the application.

### 1.9.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Log Out](#)

### Navigating the Disaster Application

While using this online application, it is very important to **NOT** use your browser's "Back" and "Forward" buttons.

To navigate between pages, use the custom navigation tools provided on each page.

 The **"Next"** button will save any data you have entered on the page and progress you to the next step in the application process.

 The **"Previous"** button should be used to take you back to a page you have already visited, but **WILL NOT** save any data you have entered on the page you are navigating away from.

[Log Out](#) **DO NOT** use the "X" in the upper right of your browser window to exit, as your information will not be saved in it's entirety. Use the **"Log Out"** link at the top corner of the page.

[Help?](#) If you need additional help or direction while using the online application, use the **"Help?"** link to open a detailed window with clear directions and definitions.

 The orange exclamation mark indicates that an action has not been started.

 The blue arrow indicates the next action that to be taken.

 The green check mark indicates that an action has been completed.

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**1.10. Welcome - Auth Failure SC 100;**

Should we be unable to authenticate the users' identification, they are instructed to contact our customer service center.

**1.10.1. User View**

The screenshot displays the SBA Disaster Loan Application interface. At the top left is the SBA logo with the text "U.S. Small Business Administration" and "Your Small Business Resource". To the right of the logo are three small portrait photos of diverse individuals. Further right, the text "Disaster Loan Application" is prominently displayed. On the far right of the header are two more portrait photos. Below the header, the main content area contains a red error message: "We cannot confirm your identity. Please contact our Customer Service Center at (800) 659-2955 or (800) 877-8339 for people with speech or hearing disabilities." To the right of this message are two blue underlined links: "Help?" and "Exit". At the bottom left of the page, there is a footer containing OMB Control No. 3246-0017, OMB Control No. 3246-0018, and Exp. 2/29/2012.


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### 1.11. Welcome - Change Password – Temporary SC 130;

When the user has forgotten their password, we send them a temporary password. The user must create a new password on this page.

#### 1.11.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Exit](#)

### Change Password

The temporary password must be changed for all future logins. Please enter a new password and click on next to change you password.

\* **New Password**  (Must be at least 8 characters and must contain at least three of the following items: one uppercase letter, one lower case letter, one number, one special character from this list !@#%&\*()\_+=[\|:;'">/?)

\* **Confirm New Password**  Your passwords must match

[PREVIOUS](#) [NEXT](#)

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## 1.12. Welcome - Expired Password SC 131;


User passwords are only good for 90 days. When the password has expired, they are directed to this page to create a new one.

### 1.12.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**



[Help?](#) [Exit](#)

### Expired Password

The expired password must be changed for all future logins. Please enter a new password and click **Next** to change your password.

\* **Old Password**

\* **New Password**

(Must be at least 8 characters and must contain at least three of the following items: one uppercase letter, one lower case letter, one number, one special character from this list !@#%&\*()\_+=[\|;:'",.<>/?)

\* **Confirm New Password**

Your passwords must match

---

[PREVIOUS](#) [NEXT](#)

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### 1.13. Welcome - Don't Remember Password SC 132;

When the user clicks the "Don't remember password" link on the login page, they are directed here where they must correctly answer to a system generated question the user has previously given us. Then we send them a temporary password.

#### 1.13.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource

**Disaster Loan Application**

[Help?](#) [Exit](#)

### Don't Remember Password - Continued

\* **User Name**  
jdLand&35

Please answer the following question:  
**Security Question**  
**What is your father's middle name?**

\* **Security Answer**

**NEXT**

Your password will be e-mailed to you once you click the **Next** button.

If you did not provide us with an e-mail address, please call our Customer Service Center at (800) 659-2955 or (800) 877-8339 for people with speech or hearing disabilities.

**PREVIOUS**

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### 1.14. Welcome - Returning Users SC 141;

Users returning to complete their applications will see a list of the open application in the ELA. They may also start a new application should the need arise.

#### 1.14.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Log Out](#)

Welcome John Smith

Select the application you would like to complete

Reference #	Loan Type	Applicant / Business	Date Last Updated
<a href="#">1000001069</a>	Home	Doe, John J	5/9/2011 12:45:23 PM
<a href="#">1000001068</a>	Business	Green Leaf, LLC	5/8/2011 01:45:063 PM
<a href="#">1000001067</a>	Home	Doe, Todd	5/9/2011 12:45:23 PM
<a href="#">1000001066</a>	Business	Green Leaf, LLC	5/9/2011 12:45:23 PM

OR

Begin a new application

<p><b>HOMEOWNERS AND RENTERS</b></p> <p>Loans to Homeowners and Renters for the repair or replacement of disaster damaged real estate and/or personal property <i>(including vehicles)</i>.</p> <p><input type="button" value="APPLY"/></p>	<p><b>BUSINESS / NON-PROFIT / RENTAL PROPERTIES</b></p> <p>Loans for repair or replacement of disaster damaged business property and/or contents and/or economic injury <i>(including owners of rental properties)</i>.</p> <p><input type="button" value="APPLY"/></p>
---	---

DMB Control No. 3246-0017  
DMB Control No. 3246-0018  
Exp. 2/29/2012

User Name: jdlan100

[SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)

**1.15. Welcome - New Users SC 141;**

New users must choose what type of application they wish to start on this page.

**1.15.1. User View**

The screenshot shows the SBA Disaster Loan Application user interface. At the top left is the SBA logo with the text "U.S. Small Business Administration" and "Your Small Business Resource". To the right of the logo are two small portrait photos of people. Further right is the text "Disaster Loan Application" in a large, bold font, with another two portrait photos to its right. Below the header, the user is greeted with "Welcome John Smith" and links for "Help?" and "Log Out". The main content area is titled "Begin a new application" and is divided into two columns. The left column is for "HOMEOWNERS AND RENTERS" and describes loans for disaster-damaged real estate and personal property, including vehicles. The right column is for "BUSINESS / NON-PROFIT / RENTAL PROPERTIES" and describes loans for disaster-damaged business property and/or contents. Both columns have an "APPLY" button. At the bottom left, there are OMB Control numbers and an expiration date. At the bottom right, the user name "jdland100" is displayed. A navigation bar at the very bottom contains links for SBA, FEMA, FAQ, Contact Us, Fact Sheet, and Military Reservist Loans.

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource

**Disaster Loan Application**

Welcome John Smith [Help?](#) [Log Out](#)

**Begin a new application**

HOMEOWNERS AND RENTERS	BUSINESS / NON-PROFIT / RENTAL PROPERTIES
Loans to Homeowners and Renters for the repair or replacement of disaster damaged real estate and/or personal property <i>(including vehicles)</i> .	Loans for repair or replacement of disaster damaged business property and/or contents and/or economic injury <i>(including owners of rental properties)</i> .
<a href="#">APPLY</a>	<a href="#">APPLY</a>

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Exp. 2/29/2012

User Name: jdland100

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## 1.16. Welcome – Home SC 150;

Home application users will identify the type of damage and ownership of the damaged property here.

### 1.16.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**



[Help?](#) [Log Out](#)

### Home/Personal Property Losses

\* **What type of damage did you suffer? (check all that apply)**

Real Estate

Personal Property (Clothing, Appliances, Furniture, etc.)

Automobile

\* **Do you own or rent the address where your damages occurred?**

Own

Rent

Neither (other location)

\* **Was the address your primary residence at the time of the disaster?**

Yes

No

It is a [secondary home](#)  
Vacation homes or secondary homes, and their contents, are not eligible for SBA disaster loans. However, if you rent them, they may be eligible as a rental property (as defined by IRS) under the business disaster loan program.

It is a [rental property](#)  
Rental properties are eligible for assistance as a Business application if the property was rented prior to the disaster or was in the process of being rented. You will now be directed to a business application.

[Extended family members or other individual\(s\)](#) are living there rent free  
If a family member lived at the residence rent free prior to the disaster you, may be eligible to apply for a loan.

---

[PREVIOUS](#) [NEXT](#)

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User Name: jdlan100

[SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)

### 1.17. Welcome – Selection SC 210;

The user enters the zip code of the damaged property and the system will populate the “State” and “County” fields. When they click “Search” button, based on the state and county and information gathered on the “Home” or “Business” pages, the system will generate a list of open declarations.

#### 1.17.1. User View

The screenshot displays the 'Disaster Loan Application' user interface. At the top, there is a header with the SBA logo, the text 'U.S. Small Business Administration' and 'Your Small Business Resource', and the title 'Disaster Loan Application'. Below the header, there are four small profile pictures of diverse individuals. The main content area is titled 'Declaration Selection' and includes a search form. The form contains a text input for 'Zip Code' with the value '75248', a radio button labeled 'OR', a dropdown menu for 'State' with 'TX' selected, and another dropdown menu for 'County' with 'Dallas' selected. A blue 'SEARCH' button is positioned to the right of the form. Below the form, there are two blue arrows: one pointing left labeled 'PREVIOUS' and one pointing right labeled 'NEXT'. At the bottom left, there is a footer with OMB Control Nos. 3246-0017 and 3246-0018, and an expiration date of 2/29/2012. At the bottom right, the user name 'jdland100' is displayed.

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource

**Disaster Loan Application**

[Help?](#) [Log Out](#)

### Declaration Selection

\* Please enter the Zip Code *OR* State and County of the property damaged by the disaster.

Zip Code:  OR State:  County:

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User Name: jdland100


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**1.18. Welcome - Selection 2 SC 210;**

This is a representation of the list open disaster declarations the user must select from.

**1.18.1. User View**

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Log Out](#)

### Declaration Selection

\* Please enter the Zip Code OR State and County of the property damaged by the disaster.

Zip Code:  OR State:  County:

\* Select the disaster that affected you.

Select	Disaster Name	Disaster Description	State	Disaster Date	Application Filing Deadline
<input type="radio"/>	Disaster Name 1	Disaster Description 1	TX	07/14/2011	10/13/2011
<input type="radio"/>	Disaster Name 2	Disaster Description 2	TX	05/10/2011	08/09/2011

*If the event that caused the damaged to your property is not listed, please contact our Customer Service Center at (800) 659-2955 or (800) 877-8339 for people with speech or hearing disabilities.*

OMB Control No. 3246-0017  
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User Name: jdlan100

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## 1.19. Welcome - Statements and Exec (Home) SC 240;

User must acknowledge that they have read the statements before they can move on.

### 1.19.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Log Out](#)

### STATEMENTS REQUIRED BY LAW AND EXECUTIVE ORDERS

To comply with legislation passed by the Congress and Executive Orders issued by the President, Federal executive agencies, including the Small Business Administration (SBA), must notify you of certain information. You can find the regulations and policies implementing these laws and Executive Orders in Title 13, Code of Federal Regulations (CFR), Chapter 1, or our Standard Operating Procedures (SOPs). In order to provide the required notices, the following is a brief summary of the various laws and Executive Orders that affect SBA's Disaster Loan Programs.

**FREEDOM OF INFORMATION ACT (5 U.S.C. § 552)**

This law provides, with some exceptions, that we must make records or portions of records contained in our files available to persons requesting them. This generally includes aggregate statistical information on our disaster loan programs and other information such as names of borrowers (and their officers, directors, stockholders or partners), loan amounts at maturity, the collateral pledged, and the general purpose of loans. We do not routinely make available to third parties your proprietary data without first doing pre-notification, as required by Executive Order #12600, or information that would cause competitive harm or constitute a clearly unwarranted invasion of personal privacy. Send a request under this Act to the SBA office maintaining the records requested and identify it as a Freedom of Information Act (FOIA) request. The request must describe the specific records you want. For information about the FOIA, contact the Chief, FOI/PA Office, 409 3rd Street, SW, Suite 5900, Washington, DC 20416, or by e-mail at foia@sba.gov.

**PRIVACY ACT (5 U.S.C. § 552a)**

You can request to see or get copies of any personal information that we have in your file, when that file is retrieved by individual identifiers, such as name or Social Security Numbers. Requests for information about another party may be denied unless we have the written permission of the individual to release the information to the requester or unless the information is subject to disclosure under the Freedom of Information Act. This form contains written permission for us to disclose the information resulting from this collection with state, local or private disaster relief services.

I have read the Statements Required by Law and Executive Orders.

**PRINT**

---

**PREVIOUS** **NEXT**

OMB Control No. 3246-0017  
OMB Control No. 3246-0018  
Exp. 2/29/2012

User Name: jdland100

[SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)

**1.20. Welcome - False Statements SC 241;**

All applicants must acknowledge the False Statements notice before they can move on.

**1.20.1. User View**

The screenshot shows the SBA Disaster Loan Application interface. At the top left is the SBA logo with the text "U.S. Small Business Administration" and "Your Small Business Resource". To the right are four small portrait photos of diverse individuals. The main heading is "Disaster Loan Application". On the right side, there are links for "Help?" and "Log Out".

**CERTIFICATION AS TO TRUTHFUL INFORMATION:** By certifying this application, you certify that all information in your application and submitted with your application is true and correct to the best of your knowledge, and that you will submit truthful information in the future.

**WARNING:** Submitting false information to the Government can lead to criminal penalties and/or civil and administrative remedies against you. If you are prosecuted for submitting false information, you may be imprisoned for up to 30 years and/or fined up to \$250,000 under 18 U.S.C. § 1040 and other Federal statutes. The Government may also pursue a civil fraud case against you for three times the amount of your loan, and may exclude you from participating in Federal programs and contracts for submitting false information in -- or with -- your application or if you do not use the proceeds of the loan for the purpose(s) stated in your application and SBA's loan authorization.

I Certify

Navigation buttons: **PREVIOUS** (left arrow) and **NEXT** (right arrow).

Footer information:

- OMB Control No. 3245-0017
- OMB Control No. 3245-0018
- Exp. 2/29/2012
- User Name: jdland100
- Reference Number: 1000060500
- Declaration Filing Deadline: 10/27/2011

Footer navigation links: [SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)

## 1.21. Form View - Home Requirements SC 261;

This page gives the user information as to the required documents for home loans. The requirements pages for both home and business drive the flow for the user.

### 1.21.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Log Out](#)

If you have questions about this application or problems providing the the required information, please contact our Customer Service Center at 1-800-659-2955 or [disastercustomerservice@sba.gov](mailto:disastercustomerservice@sba.gov).

SBA will contact you by phone or Email to discuss your loan request.

#### FILING REQUIREMENTS

#### REQUIRED FOR ALL LOAN APPLICATIONS

Click on the link indicated below by the blue arrow to proceed with your application.

 Complete this application form (SBA Form 5C).

 [SBA Form 5C online](#)

 Complete the Tax Information Authorization (IRS Form 8821). This income information, obtained from the IRS, will help us determine your repayment ability.

**WHILE NOT NECESSARY TO ACCEPT YOUR APPLICATION, YOU MAY BE REQUIRED TO SUPPLY THE FOLLOWING INFORMATION TO PROCESS THE APPLICATION. IF REQUESTED, PLEASE PROVIDE WITHIN 7 DAYS OF THE INFORMATION REQUEST:**

If any applicant has changed employment within the past two years, provide a copy of a current (within 1 month of the application date) pay stub for all applicants.

If we need additional income information, you may be asked to provide copies of your Federal income tax returns, including all schedules.

**IF SBA APPROVES YOUR LOAN, WE MAY REQUIRE THE FOLLOWING ITEMS BEFORE LOAN CLOSING. WE WILL ADVISE YOU, IN WRITING, OF THE DOCUMENTS WE NEED.**

- If you own your residence, a COMPLETE legible copy of the deed, including the legal description of the property.
- If the damaged property is your primary residence, proof of residency at the damaged address.
- If you had damage to a manufactured home, a copy of the title. If you own the lot where the home is located, a COMPLETE legible copy of the deed, including the legal description of the property.
- If you have damage to an automobile or other vehicle, a copy of the current registration.

---

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Exp. 2/29/2012

User Name: jdlan100  
Reference Number: 1000060500  
Declaration Filing Deadline: 10/27/2011


[SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)

## 1.22. Form View - Home Requirements 2 SC 261;

After the user has completed the SBA Form 5C, they return here to download the required 8821s based on the applicant and all joint applicants entered on the 5C.

### 1.22.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Log Out](#)

#### FILING REQUIREMENTS

#### REQUIRED FOR ALL LOAN APPLICATIONS

✔ Complete this application form (SBA Form 5C).  
✔ [Edit SBA Form 5C](#)

➔ Complete the Tax Information Authorization (**IRS Form 8821**). This income information, obtained from the IRS, will help us determine your repayment ability.  
Click the links below to download the IRS Form 8821 to provide later when all document are signed.

⚠ **John J Smith** ([Download IRS Form 8821](#)) [Information about offline submission.](#)

⚠ **Green Leaf, LLC** ([Download IRS Form 8821](#))

⚠ **Robert Smith** ([Download IRS Form 8821](#))

**WHILE NOT NECESSARY TO ACCEPT YOUR APPLICATION, YOU MAY BE REQUIRED TO SUPPLY THE FOLLOWING INFORMATION TO PROCESS THE APPLICATION. IF REQUESTED, PLEASE PROVIDE WITHIN 7 DAYS OF THE INFORMATION REQUEST:**

If any applicant has changed employment within the past two years, provide a copy of a current (within 1 month of the application date) pay stub for all applicants.

If we need additional income information, you may be asked to provide copies of your Federal income tax returns, including all schedules.

**IF SBA APPROVES YOUR LOAN, WE MAY REQUIRE THE FOLLOWING ITEMS BEFORE LOAN CLOSING. WE WILL ADVISE YOU, IN WRITING, OF THE DOCUMENTS WE NEED.**

- If you own your residence, a COMPLETE legible copy of the deed, including the legal description of the property.
- If the damaged property is your primary residence, proof of residency at the damaged address.
- If you had damage to a manufactured home, a copy of the title. If you own the lot where the home is located, a COMPLETE legible copy of the deed, including the legal description of the property.
- If you have damage to an automobile or other vehicle, a copy of the current registration.

---

OMB Control No. 3246-0018  
Exp. 2/29/2012

User Name: jdlamd100  
Reference Number: 1000060500  
Declaration Filing Deadline: 10/27/2011

[SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)

### 1.23. Form View - Home Requirements 3 SC 261;

After the applicant has finished, they may submit their application to the SBA.

#### 1.23.1. User View

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource



**Disaster Loan Application**

[Help?](#) [Log Out](#)

#### FILING REQUIREMENTS

#### REQUIRED FOR ALL LOAN APPLICATIONS

- ✓ Complete this application form (SBA Form 5C).
  - ✓ [Edit SBA Form 5C](#)
- ✓ Complete the Tax Information Authorization (IRS Form 8821). This income information, obtained from the IRS, will help us determine your repayment ability.  
Click the links below to download the IRS Form 8821 to provide later when all document are signed.
  - ✓ **John J Smith**     [\(Download IRS Form 8821\)](#)     [Information about offline submission.](#)
  - ✓ **Green Leaf, LLC**     [\(Download IRS Form 8821\)](#)
  - ✓ **Robert Smith**     [\(Download IRS Form 8821\)](#)

**SUBMIT**

**WHILE NOT NECESSARY TO ACCEPT YOUR APPLICATION, YOU MAY BE REQUIRED TO SUPPLY THE FOLLOWING INFORMATION TO PROCESS THE APPLICATION. IF REQUESTED, PLEASE PROVIDE WITHIN 7 DAYS OF THE INFORMATION REQUEST:**

If any applicant has changed employment within the past two years, provide a copy of a current (within 1 month of the application date) pay stub for all applicants.

If we need additional income information, you may be asked to provide copies of your Federal income tax returns, including all schedules.

**IF SBA APPROVES YOUR LOAN, WE MAY REQUIRE THE FOLLOWING ITEMS BEFORE LOAN CLOSING. WE WILL ADVISE YOU, IN WRITING, OF THE DOCUMENTS WE NEED.**

- If you own your residence, a COMPLETE legible copy of the deed, including the legal description of the property.
- If the damaged property is your primary residence, proof of residency at the damaged address.
- If you had damage to a manufactured home, a copy of the title. If you own the lot where the home is located, a COMPLETE legible copy of the deed, including the legal description of the property.
- If you have damage to an automobile or other vehicle, a copy of the current registration.

**SUBMIT**

OMB Control No. 3245-0018  
Exp. 2/29/2012

User Name: jdlan100  
Reference Number: 1000060500  
Declaration Filing Deadline: 10/27/2011

[SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)

**1.24. Form View - Home Application Page 1 SC 271;**

This new electronic version of the paper SBA Form 5C contains the exact same fields as the paper form. Some web best practices are used to assist the applicant and to prevent them from making errors where possible such as using radio buttons instead of check boxes.

**1.24.1. User View**

U.S. Small Business Administration  
**SBA**  
 Your Small Business Resource

**Disaster Loan Application**

**DISASTER HOME LOAN APPLICATION - Page 1 of 4** [Help?](#) [Log Out](#)

FEMA Registration Number:

1 Information about the Primary Applicant	Information about the Joint Applicant
* First Name <input type="text"/> Middle Name <input type="text"/> * Last Name <input type="text"/> Suffix <input type="text"/>	First Name <input type="text"/> Middle Name <input type="text"/> Last Name <input type="text"/> Suffix <input type="text"/>
* Social Security Number <input type="text"/> Birth Date <input type="text"/>	Social Security Number <input type="text"/> Birth Date <input type="text"/>
* Marital Status <input type="radio"/> Married <input type="radio"/> Unmarried <input type="radio"/> Separated (Single, Divorced, Widowed)	* Relationship to Applicant <input type="radio"/> Spouse <input type="radio"/> Other <input type="text"/>
* Family Size <input type="text"/>	Family Size <input type="text"/>
* SBA Employee <input type="radio"/> Yes <input type="radio"/> No * Self Employed <input type="radio"/> Yes <input type="radio"/> No	SBA Employee <input type="radio"/> Yes <input type="radio"/> No Self Employed <input type="radio"/> Yes <input type="radio"/> No
2 Primary Applicant Mailing Address	Joint Applicant Mailing Address
* Address <input type="text"/> Address Line 2 <input type="text"/> * Zip Code <input type="text"/> City <input type="text"/> County <input type="text"/> State <input type="text"/>	Address <input type="text"/> Address Line 2 <input type="text"/> Zip Code <input type="text"/> City <input type="text"/> County <input type="text"/> State <input type="text"/>
3 Primary Applicant Contact Information	Joint Applicant Contact Information
Please use radio button to indicate the preferred method of contact. <input type="radio"/> Home Phone <input type="text"/> <input type="radio"/> Work Phone <input type="text"/> <input type="radio"/> Cell or Alt. Phone <input type="text"/> <input type="radio"/> E-mail Address <input type="text"/>	Please use radio button to indicate the preferred method of contact. <input type="radio"/> Home Phone <input type="text"/> <input type="radio"/> Work Phone <input type="text"/> <input type="radio"/> Cell or Alt. Phone <input type="text"/> <input type="radio"/> E-mail Address <input type="text"/>
4 Primary Applicant closest relative not living with you	Joint Applicant closest relative not living with you
Name <input type="text"/> Phone Number <input type="text"/>	Name <input type="text"/> Phone Number <input type="text"/>
5 Primary Applicant Employment	Joint Applicant Employment
Employer Name <input type="text"/> Address <input type="text"/> Address Line 2 <input type="text"/> Zip Code <input type="text"/> City <input type="text"/> State <input type="text"/> Length of Employment Years <input type="text"/> Months <input type="text"/> Gross Income (before taxes) \$ <input type="text"/> Per <input type="radio"/> Week <input type="radio"/> Bi-Weekly <input type="radio"/> Month <input type="radio"/> Year Occupation <input type="text"/> <a href="#">Add another employer</a>	Employer Name <input type="text"/> Address <input type="text"/> Address Line 2 <input type="text"/> Zip Code <input type="text"/> City <input type="text"/> State <input type="text"/> Length of Employment Years <input type="text"/> Months <input type="text"/> Gross Income (before taxes) \$ <input type="text"/> Per <input type="radio"/> Week <input type="radio"/> Bi-Weekly <input type="radio"/> Month <input type="radio"/> Year Occupation <input type="text"/> <a href="#">Add another employer</a>
<b>Other Income</b> - if the income will be used to repay this loan. Examples are regular part-time work, social security, retirement or disability income, interest income, alimony, child support. Source <input type="text"/> Amount \$ <input type="text"/> Per <input type="radio"/> Week <input type="radio"/> Bi-Weekly <input type="radio"/> Month <input type="radio"/> Year <a href="#">Add another income source</a>	<b>Other Income</b> - if the income will be used to repay this loan. Examples are regular part-time work, social security, retirement or disability income, interest income, alimony, child support. Source <input type="text"/> Amount \$ <input type="text"/> Per <input type="radio"/> Week <input type="radio"/> Bi-Weekly <input type="radio"/> Month <input type="radio"/> Year <a href="#">Add another income source</a>
I own 20% or more of a coporation, partnership, limited partnership, or LLC <input type="radio"/> Yes <input type="radio"/> No	I own 20% or more of a coporation, partnership, limited partnership, or LLC <input type="radio"/> Yes <input type="radio"/> No <a href="#">Add another joint applicant</a>

[PREVIOUS](#) [NEXT](#)

OMB Control No. 3245-0018 Exp. 2/29/2012 User Name: jslard150 Reference Number: 1000000500 Declaration Filing Deadline: 10/27/2011

[SBA](#) | [FEMA](#) | [FAQ](#) | [Contact Us](#) | [Fact Sheet](#) | [Military Reservist Loans](#)

**1.25. Form View - Home Application Page 2 (Mortgage) SC 272;**

This page contains fields that are dynamically changed to help the user understand what they are answering. Item # 10 "Debts" on the paper form asks for "Mortgage holder's or Landlord's name and address. This will be automatically filtered based on the information provided elsewhere. Here the question now asks for the "Mortgage holder's name and address" since they have already told us that they own the property.

**1.25.1. User View**

The screenshot shows the 'DISASTER HOME LOAN APPLICATION - Page 2 of 4' form. The 'Debts' section (item 10) is highlighted with a blue box. It contains the following fields:

- I have no debts
- Mortgage holder's Name & Address:
  - Name: \_\_\_\_\_
  - Address: \_\_\_\_\_
  - Address Line 2: \_\_\_\_\_
  - Zip Code: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_
- Monthly Payment: \_\_\_\_\_
- Present Mortgage Balance: \_\_\_\_\_
- Second Mortgage holder's name and address (if any):
  - Name: \_\_\_\_\_
  - Address: \_\_\_\_\_
  - Address Line 2: \_\_\_\_\_
  - Zip Code: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_
- Monthly Payment: \_\_\_\_\_
- Present Mortgage Balance: \_\_\_\_\_

Below the highlighted section, there are fields for Real Estate Taxes, Hazard Insurance, and Condo / HOA fee. The 'Other Debts' section includes a table with columns for Name of Creditor, Type of Debt, Monthly Payment, Balance, and How Secured. The 'Extraordinary Expenses (Required & Continuing)' section includes a table with columns for Monthly Payment and Description of Expense.

**1.26. Form View - Home Application Page 2 (Landlord) SC 272;**

This page contains fields that are dynamically changed to help the user understand what they are answering. Item # 10 “Debts” on the paper form asks for “Mortgage holder’s or Landlord’s name and address. This will be automatically filtered based on the information provided elsewhere. Here the question now asks for the “Landlord’s name and address” since they have already told us that they rent the property.

**1.26.1. User View**

**DISASTER HOME LOAN APPLICATION - Page 2 of 4** [Help?](#) [Log Out](#)

**6 Damaged Property Address**

Same as applicant mailing address \* **Is this your primary residence?**  Yes  No  Own Home  Rent

\* Damage Type:  Real Estate  Personal Property  Automobile

\* Address \_\_\_\_\_

\* Zip Code \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

**7 Insurance Information**

NO INSURANCE coverage of any kind (flood or other) was in force for this loss.

Insurance coverage(s) in force for this loss: *Please provide whatever information you have available at this time.*

* Type of Coverage	Insurance Company Name	Phone Number	Policy Number	Amount Received
Select One...	_____	_____	_____	_____
Select One...	_____	_____	_____	_____
Select One...	_____	_____	_____	_____

**8 Other disaster assistance received or expected from:**

FEMA \$ \_\_\_\_\_  State \$ \_\_\_\_\_  Other: Describe \_\_\_\_\_ \$ \_\_\_\_\_

**9 Assets**

Cash & Bank Accounts (NOT including retirement accounts.) Do not include insurance proceeds..... Pre-disaster Value \_\_\_\_\_

IRAs, Keoghs & other similar retirement accounts..... \_\_\_\_\_

Market value of stocks, bonds & other securities..... \_\_\_\_\_

Estimated resale value of household goods (furnishings, & appliances)..... \_\_\_\_\_

Primary residence address \_\_\_\_\_

Other real estate owned address \_\_\_\_\_

Other real estate owned address \_\_\_\_\_

Other: (vehicles, boats, etc.) describe  Select One... \_\_\_\_\_

Other: (vehicles, boats, etc.) describe  Select One... \_\_\_\_\_

**10 Debts**

I have no debts

Landlord's Name & Address	Monthly Rent	Present Mortgage Balance
Name _____	_____	_____
Address _____		
Address Line 2 _____		
Zip Code _____ City _____ State _____		
Second Mortgage holder's name and address (if any)	Monthly Payment	Present Mortgage Balance
Name _____	_____	_____
Address _____		
Address Line 2 _____		
Zip Code _____ City _____ State _____		

[Add another mortgage holder](#)

If you own your home and if payment(s) above do NOT include real estate taxes and/or insurance, OR if residence is paid for, please provide (as applicable):

Real Estate Taxes \_\_\_\_\_ Hazard Insurance \_\_\_\_\_ Condo / HOA fee \_\_\_\_\_

\$ \_\_\_\_\_  Month  Year \$ \_\_\_\_\_  Month  Year \$ \_\_\_\_\_  Month  Year

Name of Creditor	Type of Debt	Monthly Payment	Balance	How Secured
_____	Select One...	\$0	\$0	_____
_____	Select One...	\$0	\$0	_____
_____	Select One...	\$0	\$0	_____
_____	Select One...	\$0	\$0	_____
_____	Select One...	\$0	\$0	_____
_____	Select One...	\$0	\$0	_____
_____	Select One...	\$0	\$0	_____

[Add another debt](#)

**11 Extraordinary Expenses (Required & Continuing)**

Examples of Extraordinary Expenses are unusually high and long-term (10 months or longer) e.g. medical costs, child care, child support, alimony, tuition, schools required by medical disability.

Monthly Payment	Description of Expense
\$0	Select One...
\$0	Select One...
\$0	Select One...

[PREVIOUS](#) [NEXT](#)


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**1.27. Form View - Home Application Page 3 SC 273;**

The present ELA asks the same questions as are displayed below with the Yes and No answers being required. The 912 question is updated with new language the IG suggested. A list of values displays the names of applicant and all joint applicants. These are similar to the paper 5C.

**1.27.1. User View**



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**Disaster Loan Application**

**DISASTER HOME LOAN APPLICATION - Page 3 of 4** [Help?](#) [Log Out](#)

12	OTHER INFORMATION
<p><b>Note:</b> This information also applies to Joint Applicant. If any. If more space is needed, use Number (13) on next page. Provide details for any question answered YES.</p>	
<p>a. Has the applicant or joint applicant ever had a SBA loan or a SBA guaranteed loan? <input type="radio"/> Yes <input type="radio"/> No</p>	<p>SBA Office location <input type="text"/> Account number <input type="text"/></p>
<p>b. Has the applicant or joint applicant ever had any Federal loans or Federally guaranteed loans? <input type="radio"/> Yes <input type="radio"/> No</p>	<p>Agency name <input type="text"/> Office location <input type="text"/> Account number <input type="text"/></p>
<p>c. Is the applicant or joint applicant delinquent on any Federal taxes, direct or guaranteed loans (FHA, VA, student, etc.), contracts, grants, or child support payments? <input type="radio"/> Yes <input type="radio"/> No</p>	<p>Agency name <input type="text"/> Office location <input type="text"/> Account number <input type="text"/></p>
<p>d. Has the applicant or joint applicant ever been bankrupt? <input type="radio"/> Yes <input type="radio"/> No</p>	<p>Provide complete details such as dates and current status. <input type="text"/></p>
<p>e. Does the applicant or joint applicant have a judgement or lawsuit pending? <input type="radio"/> Yes <input type="radio"/> No</p>	<p>Provide complete details such as dates and current status. <input type="text"/></p>
<p>f. Has the applicant or joint applicant ever been convicted of a felony committed in connection with a riot or civil disorder, nor am I engaged in the production or distribution of any product or service that has been determined to be obscene by a court?</p>	<p>Provide complete details <input type="text"/></p>
<p>g. Regarding you or any joint applicant: a) have you ever been or are you presently, under indictment or subject to a criminal investigation or have you otherwise been charged through a judicial process of having committed a crime; b) have you been arrested or arraigned in the past six months; c) have you ever been convicted, plead guilty to a crime, plead nolo contendere to a crime, placed on pretrial diversion, or placed on any form of parole or probation -- including adjudication withheld pending probation -- for any criminal offense other than a minor vehicle violation? <input type="radio"/> Yes <input type="radio"/> No If yes, Name <input type="text"/> Select One... <input type="text"/> If YES, provide dates and details in Number "13" on next page.</p>	
<p>h. Is the applicant or any joint applicant currently suspended or debarred from contracting with the Federal government or receiving Federal grants or loans? <input type="radio"/> Yes <input type="radio"/> No If YES, provide dates and details in Number "13" on next page.</p>	
<p>i. Is the applicant a U.S. citizen? <input type="radio"/> Yes <input type="radio"/> No If NO, provide dates and details in Number "13" on next page.</p>	
<p>j. If my loan is approved, I may be eligible for additional funds to cover the cost of safeguarding my property from similar damages as caused by this disaster. It is not necessary for me to submit the description and cost estimates with the application. SBA approval of these safeguarding measures will be required before any loan increase. <input type="checkbox"/> By checking this box, I am interested in having SBA consider this increase.</p>	
<p>k. Has the applicant or joint applicant paid a representative (attorney, accountant, etc.) to assist with this application? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Name and address of representative (please print) <input type="text"/> Fee charged or agreed upon <input type="text"/> \$0</p>	
<p>l. I authorize my insurance company, bank, financial institution, or other creditors to release to SBA all records and information necessary to process this application.</p>	
<p>m. SBA has your permission, as required by the Privacy Act, to release information to state, local or private disaster relief services (Red Cross, Salvation Army, Mennonite Disaster Services, etc.) unless I check here. <input type="checkbox"/> NO</p>	
<p>n. I hereby authorize the Small Business Administration to verify my past and present employment information and salary history as needed to process and service my disaster loan.</p>	
<p>o. If my loan is approved, additional information may be required prior to loan closing. I will be advised in writing what documents will be needed to obtain my loan funds.</p>	
<p>p. I have received and read a copy of the "STATEMENTS REQUIRED BY LAWS AND EXECUTIVE ORDERS".</p> <p><input type="checkbox"/> All the information on this application and any documents provided is true to the best of my knowledge and you may rely on it to provide disaster loan assistance. All damages claimed are a direct result of the declared disaster. I understand that I could lose my benefits and could be prosecuted by the U.S. Attorney for making false statements. Reference 18 U.S.C. 1001 and/or 15 U.S.C. 645.</p>	

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Reference Number: 1000060500  
Declaration Filing Deadline: 10/27/2011

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**1.28. Form View - Home Application Page 4 SC 274;**

Additional information page is the same as the paper 5C.

**1.28.1. User View**

U.S. Small Business Administration  
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Disaster Loan Application

[Help?](#) [Log Out](#)

**DISASTER HOME LOAN APPLICATION - Page 4 of 4**

14	ADDITIONAL INFORMATION
<i>Please refer to Item Number and Title</i>	
<div style="border: 1px solid black; height: 450px;"></div>	

[PREVIOUS](#) [NEXT](#)

OMB Control No. 3245-0018  
Exp. 2/28/2012

User Name: jland100  
Reference Number: 1000060500  
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**1.30. Form View – Affiliates SC 281;**


This page only will appear when the user has indicated that the applicant or any joint applicant indicates they own 20% or more of another business.

**1.31. User View**

U.S. Small Business Administration



Your Small Business Resource



**Disaster Loan Application**

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### Affiliated Businesses

Please complete the affiliate information below for each applicant and/or owner.

- After you've entered the affiliated business information, click "Save" to add it to your list.

**Affiliated Business**

*\* Applicant or Owner Name for Affiliate details.*

Select One...

*\* Business Name*  *\* EIN*  *\* Type*  *% Owned*

*\* Address Line 1*

Address Line 2

*\* Zip Code*  *City*  *State*  *County*

Green Leaf, LLC	Affiliate Name	EIN	Type	% Owned	<input type="button" value="EDIT"/>	<input type="button" value="DELETE"/>
	Greenleaf, LLC	12-3456789	LLC	55%		

**John J Smith**

Affiliate Name	EIN	Type	% Owned
<i>Please enter affiliated business information for John J Smith.</i>			

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Reference Number: 1000060500  
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### 1.31.1. Form View – Submit SC 242:

After the user clicks the “Submit” button on the Business Requirements page, they will see this page that will require that they click the “I Certify” check box before their application can be submitted to DCMS.

### 1.31.2. User View

The screenshot shows the SBA Disaster Loan Application page. At the top left is the SBA logo with the text "U.S. Small Business Administration" and "Your Small Business Resource". To the right are four small portrait photos of diverse individuals. The main heading is "Disaster Loan Application". Below this, there are links for "Help?" and "Log Out". The main content area contains a "CERTIFICATION AS TO TRUTHFUL INFORMATION" section, a "WARNING" section, and a "I Certify" checkbox. A "CONTINUE" button is located to the right of the checkbox. At the bottom, there is a footer with OMB Control numbers and a user information section.

U.S. Small Business Administration  
**SBA**  
Your Small Business Resource

Disaster Loan Application

[Help?](#) [Log Out](#)

**CERTIFICATION AS TO TRUTHFUL INFORMATION:** By certifying this application, you certify that all information in your application and submitted with your application is true and correct to the best of your knowledge, and that you will submit truthful information in the future.

**WARNING:** Submitting false information to the Government can lead to criminal penalties and/or civil and administrative remedies against you. If you are prosecuted for submitting false information, you may be imprisoned for up to 30 years and/or fined up to \$250,000 under 18 U.S.C. § 1040 and other Federal statutes. The Government may also pursue a civil fraud case against you for three times the amount of your loan, and may exclude you from participating in Federal programs and contracts for submitting false information in -- or with -- your application or if you do not use the proceeds of the loan for the purpose(s) stated in your application and SBA's loan authorization.

I Certify **CONTINUE**

---

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Reference Number: 1000060500  
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### 1.32.1. Log Out (Not Submitted);

New message that displays when the user clicks the “Exit” or “Log Out” links on any of the application pages and has not submitted their application.

### 1.32.2. User View

The screenshot shows the top navigation bar of the SBA Disaster Loan Application. On the left is the SBA logo with the tagline "Your Small Business Resource". In the center, there are two small photos of people. To the right of the photos is the text "Disaster Loan Application". Further right are two more small photos. Below the navigation bar, the main content area contains the following text:

**You have logged out of the Disaster Application .**

Your information has been saved, however, you have not completed your application. To complete your application, log back in. Return to [Log in](#).

We suggest that you [close this window](#). Closing this browser window will clear your activity from your browser's memory. This is especially important if you use a shared or public computer.

At the bottom of the page, there is a footer with the following information:

OMB Control No. 3246-0017  
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User Name: jdlamd100  
Reference Number: 1000060500  
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### 1.33. Log Out (Submitted);

New message that displays when the user clicks the “Exit” or “Log Out” links on any of the application pages and has submitted their application.

### 1.33.1. User View

The screenshot shows the top navigation bar of the SBA Disaster Loan Application, identical to the previous screenshot. Below the navigation bar, the main content area contains the following text:

**You have logged out of the Disaster Application .**

Your application has been submitted. If you need to create another application, log back in. Return to [Log in](#).

We suggest that you [close this window](#). Closing this browser window will clear your activity from your browser's memory. This is especially important if you use a shared or public computer.

At the bottom of the page, there is a footer with the following information:

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OMB Control No. 3246-0018  
Exp. 2/29/2012

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Reference Number: 1000060500  
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