



## U. S. SMALL BUSINESS ADMINISTRATION

BIRMINGHAM DISASTER LOAN SERVICING CENTER

801 Tom Martin Drive, Suite 120  
BIRMINGHAM, ALABAMA 35211

800-736-6048 • 205-290-7141 • 205-290-7765 (FAX)

### The following information is required to consider your request for SHORT SALE of your disaster loan:

1. Letter requesting Short Sale and the reason for submission
2. Copy of the Sales contract
3. Copy of the Sale Settlement Statement (HUD-1)
4. Please complete and submit SBA form 1150 and SBA form 770
5. If SBA is in **FIRST** lien position, then ALL net proceeds from the sale are to come to SBA to be applied to Principal indebtedness outstanding. If SBA is a **JUNIOR** lien holder then specify how much money is coming to SBA from the Short Sale, either from remainder after paying off the **SENIOR** lien or the amount that the **SENIOR** lien holder will allow SBA to receive.

### THE SBA LOAN MUST BE CURRENT PRIOR TO CONSIDERATION OF ANY ACTION

Upon receipt of the above, we will complete our evaluation of your request and advise you of our decision.

If you have any questions, pertaining to the above, please do not hesitate to contact me at 800-736-6048, Option (1) or by letter at the above address.