



# U.S. SMALL BUSINESS ADMINISTRATION

## **LOAN ASSUMPTION REQUIREMENTS** **DISASTER INFORMATION**

**For the U.S. Small Business Administration (SBA) to consider an *Assumption* request, the below documentation must be provided. Borrowers and/or Guarantors have 30 calendar days to submit a completed packet. Completed packets will be reviewed within 15 business days of receipt by the proper SBA office. Incomplete packets will result in a delay in processing.**

### **ATTENTION:**

This letter is not a commitment by the SBA. Any commitment made by the SBA will be provided separately in writing. Approval of any request may be conditioned on curing defaults and correcting any collateral deficiencies or issues with loan documents.

**Note:** If SBA is in the process of foreclosing on the real estate used to secure your SBA loan, you must contact the SBA employee in the SBA's National Disaster Loan Resolution Center (NDLRC) named in your foreclosure letter to discuss this matter. As to non-bankrupt borrowers/guarantors in foreclosure, collection efforts currently in process will continue until SBA's NDLRC receives the required documentation and approves your request for assistance in writing. There will be no refunds of any offset(s) by the U.S. Department of Treasury during this period.

Please be advised that *assumption* of this loan does not grant any rights of ownership to any collateral. Any change in ownership of collateral must be negotiated separately and evidenced by a sufficient legal document. Additional documentation may be required for a thorough analysis.

### **Current Borrower(s)/Guarantor(s) must Provide the Following:**

1. A signed and dated detailed letter explaining your *assumption* proposal. Explain any cash to be paid to the current borrower/guarantor and any other financing related to the *assumption*.
2. Copy of death certificate, when applicable.
3. A completed, signed, and dated Third-Party Authorization ([Borrower Authorization](#)).
4. A completed, signed, and dated Financial Statement of Debtor ([SBA Form 770](#)).
5. Copies of the filed Federal Income Tax Returns (all schedules) for the last two (2) years. If a current tax return was not filed, submit a copy of the tax extension form and W-2 form(s).

### **Proposed Assumptor(s) must Provide the Following:**

1. A signed and dated request letter that discloses any association with the current borrower(s). If this is a Disaster Home Loan, the letter must include how the property is being acquired along with the plans of residency.
2. A completed, signed, and dated Statement of Personal History ([SBA Form 912](#)).
3. A completed, signed, and dated Third-Party Authorization ([Borrower Authorization](#)).
4. A completed, signed, and dated Financial Statement of Debtor ([SBA Form 770](#)).
5. Copies of the filed Federal Income Tax Returns (all schedules) for the last two (2) years. If a current tax return was not filed, submit a copy of the tax extension form along with W2 form(s).
6. Copies of the most recent pay stubs for the past two (2) months. If a recipient of Social Security or SSI (Supplemental Security Income), provide a copy of the current SSA/SSI award letter, and a copy of the most recent SSA/SSI check stubs, or, if check stubs are unavailable, a copy of the bank statement reflecting the

SSA/SSI benefits.

7. Copies of recent statements (6 months) for all banking and investment accounts (stocks, bonds, IRA, Mutual Funds, etc.).

**Provide the Following for Business Loans:**

1. Detailed business plan that includes the following:
  - a. Ownership summary,
  - b. Management skills and experience,
  - c. Any changes in the operations of the business.
2. If the *Assumptor* is a corporation, the Resolution of Board of Directors form [SBA Form 160](#) is required.
3. If the *Assumptor* is an LLC, Articles of Incorporation and Bylaws are required.
4. UCC Lien Searches of the business assets to be held as collateral dated within 6 months.
5. Copies of the latest Federal Income Tax Returns (all schedules) for the last two (2) years. If a current tax return was not filed, submit a copy of the tax extension form.
6. Year-to-Date financial statements including a **current** balance sheet and profit & loss statement (**within 90 days**).
7. Current Monthly Debt Schedule for business or use SBA [Form 2202](#).

**Terms of Business Ownership Sale (if applicable):**

1. Copy of Buy/Sell Agreement, when applicable.
2. Copy of the seller carry back note.
3. Lease Agreement.
4. Approval of Senior Lien Holder, when applicable.

**Collateral (if applicable) Provide the Following if the Loan is Secured with Collateral:**

1. Probate documents transferring ownership of the collateral to the *Assumptor* (if applicable).
2. Submission of the insurance policy's declaration page(s) as proof of Hazard Insurance and Flood Insurance, (Windstorm, if required) on all collateral being used to secure the loan, showing SBA as Mortgagee.
  - a. **Mortgagee Clause:** United States Small Business Administration, an Agency of the government of the United States of America, (Select and enter name and address of the applicable center as shown below).

*Please submit the above required information to the US Small Business Administration at your appropriate **Disaster Loan Servicing Center** as shown below.*

*Complete information packages may be E-Mailed, Mailed, Faxed or Uploaded. Please only use ONE option, and follow-up to verify receipt.*

**Birmingham Disaster  
Loan Servicing Center**

2 North 20<sup>th</sup> Street, Suite 320  
Birmingham, AL 35203  
Toll Free Phone: (800) 736-6048  
Fax: (202) 481-0292  
E-mail: [Birminghamdlsc@sba.gov](mailto:Birminghamdlsc@sba.gov)  
[Upload to Birmingham DLSC](#)

**El Paso Disaster  
Loan Servicing Center**

1545 Hawkins Blvd., Suite 202  
El Paso, TX 79925  
Toll Free Phone: (800) 487-6019  
Fax: (202) 481-5105  
Email: [ElPasoDLSC@sba.gov](mailto:ElPasoDLSC@sba.gov)  
[Upload to El Paso DLSC](#)

**National Disaster  
Loan Resolution Center**

200 West Santa Ana Blvd., Ste.740  
Santa Ana, CA 92701-4134  
Toll Free Phone: (855) 788-3154  
Fax: (Liquidation) (714) 569-1630  
Email: [NDLRC.Packages@sba.gov](mailto:NDLRC.Packages@sba.gov)  
[Upload to Santa Ana NDLRC](#)