



NYC Build it Back
Mayor's Housing Recovery Office
250 Broadway, 24th Floor
New York, NY 10007

Email: housing@recovery.nyc.gov
Online: www.nyc.gov/builditback

CANCELLED SBA LOAN WORKSHEET

INSTRUCTIONS

Complete this worksheet to explain why you did not accept the SBA disaster recovery loan that was offered to you. Build it Back will review this worksheet and determine whether the SBA loan that you did not accept must count as a benefit that is available to you.

STEP 1: APPLICANT INFORMATION

Applicant Name(s):

Application ID:

STEP 2: WHY I DECLINED THE SBA LOAN - CHECK ALL OPTIONS THAT APPLY

- A. I am age 57 or older and declined the SBA loan due to my age
- B. I declined my loan and the 6-month period for reactivating the loan has expired
- C. I declined the SBA loan because I received a duplicative flood insurance payment after being offered the loan

*If you check ANY reasons D, E, F or G below, additional supporting documents must be completed **BEFORE** returning this worksheet. Please refer to Step 5 on the next page for additional instructions.*

- D. I could not meet the requirements needed to receive the loan funds
- E. I would not have been able to afford to repay the loan
- F. I declined the loan because I used retirement funds, a personal loan, a private mortgage, or other financing instead of accepting the SBA loan
- G. I had other reasons for not accepting the loan

STEP 3: WHY I DECLINED THE SBA LOAN - ADDITIONAL INFORMATION

Use the space below to describe in detail why you declined the loan. Give specific details about your household's situation that you think the program should consider. Please attach additional pages if needed.

STEP 4: SIGN CERTIFICATION

I hereby certify that I have reviewed the information contained in this Cancelled SBA Loan Worksheet, that the information has been explained to me, and that the information is true, accurate and complete to the best of my knowledge.

Applicant Name (print)

Applicant Signature

Date

Co-applicant Name (print)

Co-applicant Signature

Date

Co-applicant Name (print)

Co-applicant Signature

Date

Co-applicant Name (print)

Co-applicant Signature

Date

STEP 5: RETURN THIS WORKSHEET

Please refer to options selected in Step 2: Why I Declined the SBA Loan.
Did you check ANY reasons D, E, F or G highlighted in Step 2?

No, I ***DID NOT*** check any reasons D, E, F or G highlighted in Step 2.

You can submit the completed worksheet to:

Mail: 14 Murray Street, #150, New York, NY 10007

Fax: (646) 500-7185

Email: builditbackdocuments@recovery.nyc.gov

Yes, I ***DID*** check any one of the reasons D, E, F or G highlighted in Step 2.

You must complete additional supporting documents with a Build it Back counselor before returning this worksheet. Take these next steps:

1. Call **646-237-5925** to schedule an appointment with a counselor
2. ***Bring this form with you to your appointment***
3. Your counselor will submit the completed form for you