

## GENERAL GUIDELINES FOR COMPLETING THE BUSINESS FORM

Use this form to report damage to BUSINESSES including RENTAL PROPERTIES

NOTE: REQUEST FOR FEDERAL ASSISTANCE REQUIRES ALL FIELDS BE ACCURATELY COMPLETED

### BLOCK BY BLOCK INSTRUCTIONS

**NOTE: Sometimes a business address might be listed more than once** - This will occur when one person owns the building and is leasing it out to another business or businesses. The person leasing the business property may have **content** damage whereas the owner of the building may have **structural** damage.

**Business Name** - Enter the name of the business.

**Owner's Name** - Enter the name of the person who owns the business.

**Street Address** - Enter the street address of the DAMAGED PROPERTY. **DO NOT USE # SIGNS**, only numbers or letters. Also, **please use standard postal abbreviations**: **Rd** for road, **ST** for street, **Blvd** for boulevard, **Ave** for avenue, **Hwy** for highway (rather than SR or St Rd or Hiway). There is a pop-up with this info on the form.

**City** - Enter city of the business.

**ZIP Code** - Enter the zip code of the **DAMAGED PROPERTY**. This **must** be filled in. Use **ONLY** the 5-digit zip. Do not use the zip+4.

**Business Property Owned or Leased?** - Use the drop down list to select Owner or Leasee (the lease holder).

**Estimated Pre Disaster Value of Business**: For business **OWNERS** enter the estimated pre disaster value of the business: structure AND contents, including inventory, furnishings, machines, etc. Structure valuation can be obtained from the tax assessor's website.

For **LEASEES** enter everything required above EXCEPT the structure.

**Estimated Structure Loss** - Provide your **BEST GUESS** on the total cost to repair the structure. Do not wait for contractor estimates. Do not put TBD or Unknown. Do not leave this field blank. That will not help qualify your county for assistance!

**Estimated Loss of Furnishings / Inventory, etc** - OWNERS and LEASEES: Enter the **BEST GUESS** estimate for the dollar value of the physical contents lost (inventory, furnishings, machines, etc.)

**Primary Cause of Damage** - Select the PRIMARY cause of damage to the structure from the drop down list.

**Type of Insurance** - Use the drop down list. If the Cause of Damage is FLOOD, then the insurance MUST be Flood or None. If the damage is from a mudslide, the insurance MUST be Landslide or None, if damage is from an Earthquake, insurance must be Earthquake insurance. Wind, Rain, Snow or Fire events would be covered by Structure & Contents insurance for Owners, and Contents insurance for Leasees.

**Deductible** - If insurance has a Deductible, enter the dollar amount. If the Insurance is None, then add the amounts in the Structure Loss column and the Furnishings/Inventory/etc Loss column and put the TOTAL in the Deductible column.

NOTE: If the AMOUNT OF COMBINED STRUCTURE + PERSONAL PROPERTY LOSS is less than the deductible, then put the amount of the COMBINED LOSS in the deductible cell, not the actual deductible.

**# of Days Closed Due to Disaster** - Enter the total number of days the business was close by disaster. If none, enter "0". If closed 3 days, enter a "3".

**Business Continuity Insurance** - Use the drop down list to select Yes or No.

**Category of Damage** - Use the drop down list to select Affected, Minor, Major or Destroyed. The description of the categories pops up each time you click on a cell in this column.

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**Description of damages** - Be brief. Comment on the damage to business and contents, or any access restrictions to the property. Crop damage or any FARM related damage should be reported to the local Farm Service Agency representative.

**Contact Name** – Name of person to contact.

**Contact Phone** – Phone number of contact person.

**Contact Email** – Email address of contact person.