



**U.S. Small Business Administration
Office of Disaster Assistance
No Cost Space Agreement**

Date: _____

This Agreement is made by and between the _____
(County, City or Facility name, etc.)
("Landlord") and the United States Small Business Administration (SBA) ("Tenant"). This Agreement covers
temporary usage of the property owned by the Landlord located at
_____.
(Location name and complete address)

Purpose of space: To issue disaster loan applications, assist applicants with completing applications, receive completed applications and close approved disaster loans for homeowners, renters and businesses affected by declared disasters.

Declaration #: _____

Fee for Usage: \$0.00 (SBA will incur **no** rent cost to occupy Landlord's space.)

Occupancy Dates: _____

Landlord Contact: _____
(Name, Title, Company, Phone Number and Email Address – include mailing address if different from facility address)

SBA (Tenant) Contact: Sue Redd, Administrative Officer -FOCE 404-331-0333
(Field Personnel or Center AO)

Comments:
SBA will maintain the Facility in a clean and orderly condition and agrees to surrender the Facility in as good a state as at the commencement of the term, reasonable wear and tear excluded.

Tenant agrees to indemnify, defend, and save harmless the Landlord, to the extent appropriated funds are available for this purpose.

As an agency of the U.S. Federal government, SBA self-insures.

The person executing this Agreement on behalf of the Landlord hereby covenants and warrants that he/she is duly authorized to execute this Agreement.

If applicable, the Landlord will provide recycling services and/or an energy efficient facility to the Tenant.

____ Check here if this form has been modified. If so, it is subject to SBA Office of General Counsel approval.

Landlord:
Signature: _____

Title: _____

Date: _____

Tenant:
Signature: _____

Title: _____

Date: _____