

WILKES-BARRE CITY

Thomas M. Leighton
Mayor



40 East Market Street
Wilkes-Barre, PA 18711
(570) 208-4158- phone
(570) 208-4101- fax

PENNSYLVANIA

November 22, 2006

Dear Resident of the City of Wilkes-Barre,

In the attempt to receive state/federal disaster relief assistance for the recent flood emergency, I ask that you take some time to complete the attached *SBA Physical Disaster Survey Sheet*. Please understand that this is *not* a loan application. Please hand-deliver the completed form to the Mayor's Office on the 4th floor of Wilkes-Barre City Hall, located 40 East Market Street by 4:30 p.m. on Monday, November 27.

If you have any questions regarding the survey, please contact Butch Frati, Director of Operations at 208.4177. You can also download or complete and submit a form online by visiting www.wilkes-barre.pa.us and clicking the *SBA Physical Disaster Survey Sheet* link.

Thank you very much for your assistance in this very important matter.

A handwritten signature in black ink that reads "Thomas M. Leighton". The signature is written in a cursive style.

Mayor Thomas M. Leighton
City of Wilkes-Barre

SBA PHYSICAL DISASTER SURVEY SHEET

1. NAME		Date of Damage:	
Address:			
Present Telephone Number:	Area Code	Phone No.	
Name of Property Owner			
Type of Applicant Structure:	Renter:	Homeowner:	Other:
Place Check Mark	Single Family:	Business:	
	Multiple Family:	NonProfit:	
2. MARKET VALUE OF PROPERTY Please provide fair market value (FMV) pre-disaster or fair replacement value. Use Whichever is lower.			
STRUCTURE	(Includes total cost to replace primary buildings) Home, mobile home, business structure detached garage, storage building, other		\$
CONTENTS	(Includes total cost to replace personal/business property) Personal - clothing, furniture, household, appliances, other Business - machinery, equipment, inventory, other		\$
LAND AND IMPROVEMENTS	(Includes total cost to replace/repair damage to land) Land + Access road, bridge, driveway, sidewalk, parking lot, fencing landscape, utilities, sewer lines, debris removal/other		\$
Name - Phone No. of Insurance Co./Agent			
3. ESTIMATED DISASTER LOSS IN DOLLARS			
		Structures	\$
		Contents	\$
		Land and Improvements	\$
4. AMOUNT OF INSURANCE			
		Structure	\$
		Contents	\$
		Land and Improvements	\$
5. DOLLAR AMOUNT OF UNINSURED LOSS (Estimated Disaster Loss) (3) - Amount of Insurance) (4) = Total			
		Structure	\$
		Contents	\$
		Land and Improvements	\$
		TOTAL	\$
6. PERCENT OF UNINSURED LOSS (5) DIVIDED BY (2) = % UNINSURED LOSS <i>Dollar Amount of Uninsured Loss divided by Fair Market/Replacement Value.</i>			
Structure	(5) \$	Divided by (2) \$	=
Contents	(5) \$	Divided by (2) \$	=
Land & Improvements	(5) \$	Divided by (2) \$	=
Use one with largest percentage	(5) \$	Divided by (2) \$	=
			% Uninsured Loss
			% Uninsured Loss
			% Uninsured Loss
7. COMMENTS: Provide details of loss I.E. Kitchen and bedrooms destroyed. Continue on reverse side if necessary.			