



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

Date: 3/20/23

This Agreement is made by and between the Fort Bend County - Sienna Annex  
(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:

5855 Sienna Springs Way, Missouri City, TX 77459

(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 #: TX 17816

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

Monday - Friday 3/27 - 3/31 8am-5pm, Monday - Friday April 3-7, TBD 2023

**Occupancy Dates:** \_\_\_\_\_

James Knight, FBC Facilities Director, 832-256-9682, James.knight@fbctx.gov, 307 Fort St Richmond TX 77469, POC Mary Staff 281-642-3664

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

**SBA (Tenant) Contact:** Daniel McCarthy, Administrative Officer, FOC-W, (916) 735-1500  
(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: FBC Facilities Director

Date: 3/21/23

**Tenant:**

Signature: Donna S. Gross

Title: Acting Director

Date: 03/31/2023