



**EXHIBIT A**

**City of West Allis Temporary Deferral Form**

Business Owner Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Best phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Legal entity that received a Loan from the City: \_\_\_\_\_

Loan #: \_\_\_\_\_ Requested Deferment Start Month: \_\_\_\_\_

Requested Deferment Time Period: \_\_\_\_\_

Local Lender Name \_\_\_\_\_ Bank/Credit Union \_\_\_\_\_

Lender Phone # \_\_\_\_\_ Lender Email \_\_\_\_\_

Please accept this letter as our formal request for payment deferral. I understand my monthly payment will be adjusted after the deferment period and the total deferred amount of principal and /or interest will be amortized over the balance of the loan term.

**1) Provide an explanation of the reason for the deferment request, what your situation currently is and what you expect will happen that makes this a temporary situation.**

**2) Did your business apply for any federal or state COVID business assistance? If so, please list each program applied for. What is the status of funding or approval? If you have not applied for any federal or state COVID business assistance, please explain why you have not pursued this or applied.**

**3) What deferment option are you requesting as a borrower:**

**DEFERMENT OPTIONS**

**Deferral of 6 months**

Deferral of: (Choose One)

Full Deferral of Principal and Interest (no Payments)

Principal Only - will continue to make interest payments

**4) REQUIRED INFORMATION NEEDED TO PROCESS DEFERMENT REQUEST:**

I have attached:

- a. Personal Financial Statement for all guarantors/borrowers (current within 120 days)
- b. Interim financial statement for Operating Company and RE Holding Company (within 90 days)

Timing: A request for deferments is contingent upon Common Council approval and direction.

Please note that the most efficient way to begin this process is to complete this form and email it to [pschloss@westalliswi.gov](mailto:pschloss@westalliswi.gov). A few businesses have contacted Development through email, but this application will be necessary to have on file and to commence the process for loan deferment. We will process these requests as fast as possible. A member of our team will be in contact with you to confirm details and complete the process.

Our goal at the City of West Allis is to be as helpful as possible during these unprecedented times. **In order to provide the best service possible we are asking that all inquiries be submitted via email [pschloss@westalliswi.gov](mailto:pschloss@westalliswi.gov) or [smueller@westalliswi.gov](mailto:smueller@westalliswi.gov).** This allows us to respond in an orderly fashion to all requests and utilize our City team resources, wherever they are from day-to-day during this crisis.

Thank you in advance for your patience. Stay safe.

If you have any additional questions or comments, please include them below.