

# COVID-19 FORBEARANCE REQUEST FORM

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## Your Options

You may use this form to apply for a Forbearance Agreement if you or your business are unable to make mortgage payments because of a hardship related to the COVID-19 crisis. Although your Lender will review your request carefully, your Lender is not required to enter into a Forbearance Agreement or other deferral arrangement with you.

Although there are a variety of federal government and agency programs calling for foreclosure moratoriums, these programs do not apply to business purpose mortgage loans like yours. Some States and counties have enacted measures temporarily halting foreclosure and eviction actions. Your Lender can discuss these measures with you. However, these State and local actions do not forgive your obligation to make your loan payments.

**When you sign and date this Forbearance Request Form you will make important certifications, representations, and agreements, including certifying that all of information herein is accurate and truthful.**

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## Borrower Information

Loan Number:	
Borrower Name:	
Co-Borrower Name:	
Contact Person Name: *	
Contact Person Telephone:	
Contact Person Email:	
Contact Person Address:	
Mortgaged Property Address:	
Mortgaged Property is:	<input type="radio"/> Rental Property <input type="radio"/> Non-Rental Investment Property <input type="radio"/> Commercial Property <input type="radio"/> Other

\*Contact person is a:  Borrower  Authorized Officer/Manager/Partner of Borrower  Owner of Borrower

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## Hardship Information

Please explain your financial situation and why you are having difficulty making your loan payments. It is important that you be as specific as possible to help your Lender determine the best course of action for your specific circumstances.

Type of Hardship	You Are Required to Provide the Following as Available
<input type="checkbox"/> Substantial decrease in rental income caused by COVID-19 pandemic	<ul style="list-style-type: none"><li>▪ Deposit statements from bank account into which of rental payments are deposited</li><li>▪ Requests from one or more tenants for rent relief</li><li>▪ Your responses to tenant requests for relief</li><li>▪ Debt Service Coverage Ratio for each month during the last 12 months</li><li>▪ Most recent signed and dated quarterly or year-to-date profit and loss statement</li><li>▪ Written letter of explanation signed and dated</li></ul>

Type of Hardship	You Are Required to Provide the Following as Available
<input type="checkbox"/> <b>Substantial decrease in other business income caused by a reduction in opening hours or consumer demand due to COVID-19 pandemic</b>	<ul style="list-style-type: none"> <li>▪ Most recent signed and dated quarterly or year-to-date profit and loss statement</li> <li>▪ Four most recent bank statements for the business account</li> <li>▪ Business receipts for last 4 months</li> <li>▪ Written letter of explanation signed and dated</li> </ul>
<input type="checkbox"/> <b>Substantial decrease in household income caused by a reduction in the number of work hours, reduction in base pay, elimination of overtime or inability to work due to COVID-19 pandemic</b>	<ul style="list-style-type: none"> <li>▪ Paystubs for last 4 months</li> <li>▪ Other proof of income reduction</li> <li>▪ Written letter of explanation signed and dated</li> <li>▪ Application for federal or state benefits</li> </ul>
<input type="checkbox"/> <b>Unemployment</b>	<ul style="list-style-type: none"> <li>▪ Employer letter of termination or other proof of unemployment</li> <li>▪ Application for/ verification of unemployment benefits</li> <li>▪ Application for/verification of other federal or state benefits</li> <li>▪ Written letter of explanation signed and dated</li> </ul>
<input type="checkbox"/> <b>Other</b>	<ul style="list-style-type: none"> <li>▪ Written letter of explanation signed and dated</li> <li>▪ Documentation verifying your stated hardship</li> </ul>

## 4 Income

Please Provide your Lender with all monthly income for each Borrower on your loan. For each income received, send the required documentation needed to verify the specific type of income. Income includes wage income, self-employment (1099) income, rental income (most recent federal tax return with all schedules, including Schedule E and if the rental income is not reported on Schedule E, current lease agreement with at least 3 months' bank statements showing deposits of rent checks — include all pages - front and back - even blank pages), benefit income and other income.

## 5 Expenses

Please Provide your Lender with all monthly expenses for each Borrower on your loan, including, but not limited to, payments for all loans and other obligations.

## 6 Other Real Estate Information

Please Provide your Lender with a schedule of all real estate owned by each Borrower on your loan other than the Mortgaged Property. For all other such real estate, provide a mortgage statement, reflecting principal, interest, taxes, insurance, and property address. In the event that taxes and insurance are not escrowed, please provide insurance declarations page and/or tax statement.

1. I certify that all the information in this Forbearance Request Form is true, complete, and accurate and each hardship identified above has contributed to submission of this request for forbearance.
2. I understand and acknowledge that Lender or its agents may investigate the accuracy of my statements, may require me to provide additional supporting documentation, and that knowingly submitting false information may violate federal and other applicable law.
3. I understand Lender may obtain a current credit report on all Borrowers obligated on the Note and on all guarantors.
4. I understand that if I have intentionally defaulted on my existing loan, engaged in fraud or misinterpreted any fact(s) in connection with this request for a forbearance or if I do not provide all required documentation, Lender may cancel any forbearance granted, pursue foreclosure on the mortgaged property and/or pursue any available legal remedies.
5. I understand that Lender will use the information to evaluate my eligibility for a forbearance, but Lender is not obligated to offer me a forbearance, deferral, or any other relief.
6. If I am eligible for a forbearance agreement, I agree that the terms of this Acknowledgment and Agreement are incorporated into such forbearance by reference as if set forth in such forbearance in full.
7. I agree that if Lender enters into a forbearance agreement with me, it will be without prejudice to, and will not be deemed a waiver of, the acceleration of my loan or foreclosure action and related activities and shall not constitute a cure of my default under my loan unless I completely cure my entire default under my loan.
8. I understand that Lender will collect and record information that I submit in this Forbearance Request Form and during the evaluation process, including, but not limited to, the name, address, telephone number, Social Security number, credit score, income, payment history and account balance information of any borrower, guarantor or principal of borrower.
9. I understand and consent to Lender's disclosure of the information described above and the terms of any forbearance agreement that I receive to any investor, insurer, guarantor, or servicer that owns, insures, guarantees, or services my loan.
10. I agree that by providing telephone numbers to Lender, now or at any later time, I authorize Lender and its affiliates and designees to contact me regarding my loan accounts with Lender and its affiliates at such numbers using any means, including but not limited to placing calls using an automated dialing system to cell, VoIP or other wireless phone numbers, or by sending prerecorded messages or text messages, even if charges may be incurred for the calls or messages. I also consent that any phone call with Lender may be monitored or recorded by Lender.

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 Borrower

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 Date

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 Co-Borrower

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 Date

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 Co-Borrower

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 Date

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 Co-Borrower

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 Date