



Department of Development
Housing Division
414.302.8430

City of West Allis Temporary Deferral Form

Property Owner Name: _____

Property Address: _____

Phone number: _____ Email Address: _____

Loan #: _____ Requested Deferment Start Month: _____

Requested Deferment Time Period: _____

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) 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

Timing: A request for deferments is contingent upon Common Council approval and direction. You will be required to sign a new note for your loan updating the term of your loan prior to the deferment.

Please note that the most efficient way to begin this process is to complete this form and email it to rahlm@westalliswi.gov. 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 to rahlm@westalliswi.gov.** This allows us to respond in a timely manner to all requests and utilize our City team resources in an efficient manner during this crisis. Thank you in advance for your patience. Stay safe. If you have any additional questions or comments, please include them below.

To properly use the PDF form, please make sure you have Adobe Acrobat installed on your device. If you are unable to use the Submit button in the form, please save and email the completed form to rahlm@westalliswi.gov