

Dear Customer:

This form is being provided to you to request mortgage assistance if your ability to make your mortgage payments have been impacted by the current COVID-19 Pandemic. In order to process your request, please fully complete and return this form together with any requested documentation.

Normandy Loan # \_\_\_\_\_

BORROWER	CO-BORROWER
Name:	Name:
Mailing Address:	Mailing Address:
Phone Number:	Phone Number:
Email Address:	Email Address:
Preferred means contact: <input type="radio"/> Mail <input type="radio"/> Phone <input type="radio"/> EMail	Preferred means contact: <input type="radio"/> Mail <input type="radio"/> Phone <input type="radio"/> EMail

PROPERTY ADDRESS:	
Property Address:	

Property is:     Owner Occupied     Under Construction     Vacant  
 Property is my:    Primary Residence     Second Home     Investment

INCOME	
BORROWER	CO-BORROWER
Occupation:	Occupation:
Current Status:	Current Status:
Have you applied for Unemployment: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A Date Applied: ___/___/2020 Approved: <input type="radio"/> Yes <input type="radio"/> No	Have you applied for Unemployment: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A Date Applied: ___/___/2020 Approved: <input type="radio"/> Yes <input type="radio"/> No

**REASON FOR HARDSHIP:**

**\*\* Please attach documentation of income reduction or loss with your application \*\***

- My income has been reduced or lost due to COVID-19. For Example, unemployment, reduced job hours, reduced pay, or a decline in self-employed business earnings. I have provided details below in the **Explanation** section.
- My income has been reduced or lost due to COVID-19. For example, sickness, quarantine or hospitalization due to Coronavirus, death in family, increased family responsibilities such as taking care of elderly relatives or other family members. I have provided details below in the **Explanation** section.
- There are other COVID-19 related reasons I cannot make my mortgage payment. I have provided details below in the **Explanation** section.

**EXPLANATION:** (Please give a description of your hardship situation)

**ACKNOWLEDGMENT:**

By my/our signature(s) below, I/we represent and certify that all information provided above is true and correct, and that any intentional and negligent misrepresentations of information, herein, may result in civil liability, and accurately represents the reason mortgage assistance is being requested. It is understood and agreed that additional information and/or documentation may be requested in order for the Lender to make a final determination.

\_\_\_\_\_  
Borrower Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Co-Borrower Signature

Date: \_\_\_\_\_

Please return this completed form together with all requested documentation via the email, fax or address listed below. If you have any questions regarding the items requested, you may contact us at:

email: [support@normandy.com](mailto:support@normandy.com)

toll free: 800-390-7536

fax: 585-256-2836

Normandy Corporation • 46 Prince Street • Rochester, NY 14607