



# Disaster Assistance Loan Guarantee Program Request for Guarantee Payment

LENDER NAME \_\_\_\_\_ WHEDA LENDER # \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

WHEDA LOAN # \_\_\_\_\_ BORROWER \_\_\_\_\_

CURRENT PRINCIPAL BALANCE \_\_\_\_\_ CURRENT INTEREST BALANCE \_\_\_\_\_

The Lender referenced above hereby requests the Wisconsin Housing and Economic Development Authority ("WHEDA") pay to Lender the guarantee, as authorized, due on the Disaster Assistance Loan Guarantee referenced above in accordance with the terms of the Participating Lender's Agreement between WHEDA and the Lender.

**The undersigned authorized Lender does hereby represent and certify to WHEDA for its reliance that:**

- 1) The Disaster Assistance loan is, and has been since it was originated, qualified for the Disaster Assistance Loan Guarantee program.
- 2) Payments on the principal of the Disaster Assistance loan are delinquent and in default.
- 3) Lender has adhered to the policies established in the Disaster Assistance Loan Guarantee Program manual for delinquencies and defaults. Lender has made all reasonable efforts to collect the Disaster Assistance loan, including filing a lawsuit for collection and foreclosure of its security on the Disaster Assistance loan and enforcement of judgment for deficiency against any and all assets of the Borrower.

**GUARANTEE PAYMENT CALCULATION:**

**FOR WHEDA  
USE ONLY:**

Amount of original Disaster Assistance loan **OR** amount of total loan disbursements (if less than original loan amount) \_\_\_\_\_

**LESS: WHEDA** Application Fee (if financed with original loan): \_\_\_\_\_

**LESS: Ineligible** expenses and fees financed with the Disaster Assistance loan per the Disaster Assistance Loan Guarantee Program manual: \_\_\_\_\_

**LESS: Amount** Borrower has paid toward reducing principal portion of loan: \_\_\_\_\_

**LESS: Proceeds** from liquidation or sale of collateral applied to outstanding principal portion of Disaster loan: \_\_\_\_\_

**\*Note: The loan was required to be placed on non-accrual status once it became 90 days past due. Proceeds from sale of collateral can only be credited to the interest amount that accrued to the 90-day mark. WHEDA's guarantee does not cover any further outstanding interest owed by the Borrower.**

**EQUALS:** Outstanding eligible **principal** amount of Disaster loan: \_\_\_\_\_

**MULTIPLY BY:** Guarantee Percentage

\_\_\_\_\_  
\_\_\_\_\_

**EQUALS:** Amount of Guarantee payment being applied for

**LENDER ACKNOWLEDGEMENT**

By signing this request, Lender agrees that all information presented within the request is accurate. Lender will provide all documentation listed below that is necessary in order to complete this request, as well as any additional information as requested by WHEDA. Failure to submit complete and accurate information may delay the approval of this request. Misrepresentation or failure to follow Disaster Assistance Loan Guarantee Program guidelines may result in denial of the request. Lender must follow Disaster Assistance Loan Guarantee Program guidelines for reimbursing WHEDA in the event that additional funds are collected from the Borrower after the guarantee has been paid.

_____ Lender Signature	_____ Print Lender Name	_____ Date
_____ Disaster Administrator Signature	_____ Print Disaster Administrator Name	_____ Date

**COMPLETE GUARANTEE PAYMENT REQUEST PACKAGE**

Submit copies of the following documents along with this request for Guarantee Payment before the expiration of an executed Forbearance Agreement or upon completion of the collection process. If the guarantee will expire prior to completing the collection process and Request for Guarantee Payment package, the Lender must submit a Loan Status Notification (Disaster Form 8) in order to secure the guarantee during the interim period.

**COMPLETED REQUEST FOR GUARANTEE PAYMENT** (Disaster Form 6)

**COPY OF JUDGMENT OR PROOF OF CLAIM IF BORROWER FILED BANKRUPTCY**

If the Bankruptcy court has instructed not to file a Proof of Claim, submit a copy of the Bankruptcy Notice

**LOAN DISBURSEMENT RECORD** (Disaster Form 3)

**COMPLETE LOAN HISTORY PRINTOUT**

Include payments, disbursements, breakdown of principal and interest over full loan history

**INCOME AND EXPENSE STATEMENT** (Current within last 90 days)

**BALANCE SHEET** (Current within last 90 days)

**COLLATERAL ANALYSIS OR LIST OF LIENHOLDER(S)** secured by the same assets as the Disaster Assistance loan, including lien position and balance of loan(s).

**LISTING OF CREDITORS**

**EXPLANATIONS OF THE FOLLOWING:**

- Why the Borrower was unable to repay the loan
- Detail the final disposition of collateral and collateral sale proceeds

**Mail to:  
WHEDA - DISASTER  
PO Box 1728  
Madison WI 53701-1728**