

**City of Rochester  
Request for 90-Day Loan Payment Deferral**

In an effort to assist businesses located within the city of Rochester during this difficult economic time associated with the COVID-19 crisis, businesses may request a 90-day deferral of loan payments. All requests will be reviewed and are subject to the appropriate City of Rochester approval processes. If approved, an agreement will be sent to you and once executed, the loan payments will be deferred for a period of 90 days.

Please complete the following information and send completed requests to:

**CityBDRelief@cityofrochester.gov**

Each request will receive a confirmation email stating the application was received. If no confirmation is received, please confirm that your email was sent to the correct email address.

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| Contact Name/Title: | |  | | | | | | |
| Telephone Number and Email: | | |  | | | | | |
| Business Name: |  | | | | | | | |
| DBA (if different name from above): | | | |  | | | | |
| Loan Fund Utilized (Contract number if known): | | | | |  | | | |
| Please explain how your business has been negatively impacted during this time period and how a loan deferral will assist your business: | | | | | | | |  |
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| **Signature** | | | | | |  | **Date** | |