



EMERGENCY ASSISTANCE LOAN REQUESTS (IMPACTED BY COVID-19 PANDEMIC)

We realize this difficult time may create stress and financial hardships for some of our associates. Ensuring our associates remain safe and healthy is a priority for us. To assist our associates severely impacted financially by the COVID-19 pandemic, the company is offering emergency assistance loans to help you meet the most crucial financial obligations, when no other options or resources are available.

Emergency situations may include, but are not limited to:

- Rent or mortgage – to avoid evictions and foreclosures,
- Automobile - to avoid repossession,
- Utilities - to avoid shutoff, or
- Medical obligation – to enable health care for serious health issues.

Associates that have been working for the company for 6 months or more can request an emergency assistance loan by completing the Emergency Assistance Loan Request Form and emailing it, along with supporting documentation for the loan to:

melissa.bilka@brittainresorts.com.

Each request will be reviewed to determine eligibility and must be approved. Loans will be distributed to those with the most pressing, emergency financial needs. The Company will arrange repayment options with each individual.



EMERGENCY ASSISTANCE LOAN REQUEST FORM
(COVID-19 PANDEMIC)

Associate's name: _____

Work location and department: _____

Hire date: _____

Cell phone number: _____

Email address: _____

Date of request: _____

Loan amount requested: _____

Description of loan need (reason): _____

Reminder: please attach documentation as back up to this loan request, such as an eviction notice or repossession notice.

I understand this is a request for a loan for emergency purposes only. If this request is approved and a loan is granted, the company will arrange payment options with me.

Associate Signature: _____

For office use only:

Approved by: _____ **Date:** _____