



Waiver of Fees | Payment Plan Request

Name:

Address:

Community:

Reason for Submission:

☐ Request for Payment Plan

☐ Request for Waiver of Additional Fees

If Requesting a Payment Plan:

Requested payment plan: Include payment amount and frequency. If your Association dues are annual, and past due balances are expected to be paid off prior to the next Association Due Date.

If Requesting waiver of fees:

Please indicate your reasoning for requesting any removal of late fees, and note that any collection fees are charged for demand letters will not be removed from your account:

I, _____ (Full Name), as the property owner at _____

(Address), understand that the board is not obligated to waive any fees and any payment plan requests may be subject to adjustments by the board. I also understand that it is my responsibility to make sure management has all applicable contact information for any mailings and/or emails.

Signature:

Date:

Letters and emails for all dues & charges are sent out the first week of every month to the address we have on file. If management has not received any updates to your account that address will be listed as the property address. We suggest paying the amount due even after submission as you will still be liable for late fees if the board does not approve your submission prior to the next batch of late fees. Any waivers that are approved will be labeled as a credit on your account.

To be filled out by management or the board:

☐ APPROVED

☐ DENIED

Management or Board Signature: