

Helotes Park Terrace Homeowners Association
P.O. Box 1400
Helotes, TX 78023

Payment Plan Request Form

Homeowners requesting a payment plan may email or mail the completed form to Helotes Park Terrace HOA at the address above, as all requests must be in writing. Homeowners may review details of the HOA payment plan policy by visiting the Helotes Park Terrace HOA website at www.hpt-hoa07.com.

Please print:

Date: _____

Name homeowner: _____

Address: _____ Phone: _____

Email address: _____

Account Balance: _____

Terms of Payment Plan (Must include specific dates and amount for payments)

Payment Amount: _____

Payment Frequency: ____ Weekly ____ Bi-Monthly ____ Monthly

Payment Date: _____ (indicate 1-31 for date of month)

This agreement in no way relieves you of your obligation to pay the annual assessments as they become due. Should you become delinquent in payment of future assessments, the terms of this agreement will become null and void. Homeowner's signature below acknowledges agreement with the balance due as stated above. Although payments will be applied pursuant to Section 209.0063 of the Texas Property Code, the parties to this agreement expressly stipulate that any late charges, interest, collection costs, attorney's fees, administration fees or other costs or fees which have accrued on this account and are part of the balance at the time of the signing of the agreement and as stated above are valid, due and payable by homeowners. Should homeowners default on the terms of this agreement, homeowners hereby acknowledge responsibility for payment of the remainder of the balance due as stated above.

Should you become delinquent in one (1) installment, the terms of this agreement will automatically become null and void at which time the Association will proceed with further collection efforts. "Delinquent" as used hereinabove means submitting a payment three (3) or more days past the agreed due date. Once a payment plan has been defaulted on, the

Association reserves the right to collect ALL assessments, late charges, interest and other applicable fees from the original delinquency date. Also, you will not be eligible for another plan for 2 years from the date a payment plan is missed or late. So long as payments are made (timely) per this agreement, the Association will refrain from commencing on other collection efforts or adding additional late charges. Please keep a copy of this agreement letter for your records.

No payment plan will be considered in effect until it has been approved and a payment has been received and processed. While a payment plan is current the Association will not be sending monthly statements or billing late fees, IT IS YOUR RESPONSIBILITY TO MAKE THE AGREED UPON PAYMENTS.

Sincerely,

Helotes Park Terrace Board of Directors

AGREED AND ACCEPTED on this the _____ day of _____, 20_____,
to-wit, witness my/our signature(s) herein below and on each prior page of this letter
agreement in the lower portion of each page.

Owner Signature

_____ Date: _____

Note: No payment plan will be considered in effect until it has been approved and a payment has been received and processed. While a payment plan is current the Association will not be sending monthly statements or billing late fees. IT IS YOUR RESPONSIBILITY TO MAKE THE AGREED UPON PAYMENTS.

Official Use Only:

Date: _____

____ Approved ____ Denied ____ Other

Comments:

Helotes Park Terrace Homeowner's Association Board President Signature:
