

The Shadows at Manchac Homeowners Association

PAYMENT PLAN REQUEST FORM

(In accordance to the Board of Directors Resolution – Payment Plan)

Owners requesting a payment plan may fax, e-mail, or mail the completed form to the Associations management servicer, as all requests must be in writing. Owners may review details of your Association's Payment Plan, by visiting the HOA website at www.theshadowsatmanchac.org.

Please print or complete the info requested in pdf. Initial at the bottom of the first page and sign the form.

Date: _____

Name on Account: _____

Address: _____

Phone Number: _____ **Email Address:** _____

Term of Payment Plan (Must include specific date for payment and amount).

Account Balance (if known): _____

Payment Amount: _____ **Term of Payment Plan:** _____ **Months**

Payment Date: _____

(Please provide explanation for the request of monthly payments)

**If additional space is needed, please attach a letter with signature*

Owner Initials: _____

Let it be known that acceptance of any proposed payment plan does not waive the financial penalties, if any, imposed on delinquent balances; **thus, all applicable late fees and interest that normally apply to a past due balance will also apply to balances on a payment plan until all monies have been collected.** Acceptance of a payment plan shall not be considered a waiver of any right by the Association to collect the full balance due (including any applicable fees and interest) should the member default on the payment plan. If a monthly payment is missed throughout the duration of payment plan, then the accepted plan becomes void, **the remaining balance will be placed in the stage of delinquency/collections that it would have otherwise been subject to had it not been placed on a payment plan,** and all necessary collection and/or legal steps will be taken to collect remainder of balance.

Finally, if the Board has not approved requested payment plan within 15 days from the date this request is received, then the request shall be considered declined and the outstanding balance, including any applicable fees and interest, shall be due by association deadlines and shall be subject to all applicable collections and/or legal actions outlined in association governing documents.

Owner Signature

Date

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

<p>Office Use Only:</p> <p>Date: _____</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Other</p> <p>Comments:</p> <p>Board Member Signature: _____</p>
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