

Late Fee/Interest Waiver

PROPERTY INFORMATION

Property Owner Name: _____

Address: _____

Phone #: _____ Division/Lot# _____

Email Address*: _____

**By providing your email address, you are hereby consenting to receiving official communication via email per the Association By-Laws Section 4.78. You may revoke this consent at any time by delivering a written record of the revocation to the Secretary. If you do NOT wish to receive emails, please do not list one here.*

LATE FEE/INTEREST WAIVER REQUEST

Please indicate reason for waiver:

- Special Circumstances (family emergency, government shut down, etc)
- Courtesy consideration (first time owner, etc)
- Office error
- Other

Please explain & include any supporting documentation necessary:

Please remember that association dues are due the FIRST of the month, while late fees are not added until after the 31st on payments not received by then, regardless of delivery method.

STAFF USE ONLY

Received by: _____ Date: _____

Type of request: Removal Reduction Waiver

Is account current now: Yes _____

Confirm and/or attach:

- Attach billing statement & TOPS history
- Confirm email address & mailing address
- Review/Print Quickbooks payment history (GM)

General Manager Decision: _____ Date: _____

Board Decision: Not Necessary OR Meeting Date: _____

Stipulations/Reasons:

TOPS Updated by: _____ Date: _____

Owner notified by: _____ Date: _____