

## PAYMENT PLAN REQUEST FORM

### Step 1: Complete Property Owner Information

Property Owner Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

16-digit Account Number: \_\_\_\_\_

Phone Number (Daytime): \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address:  
(if different from  
Property Address) \_\_\_\_\_

### Step 2: Select the Payment Plan

\_\_\_\_\_ Pre-Approved Three (3) Month Payment Plan\*

*\* If you want to request a payment plan for a period longer than three (3) months, please describe in detail the reason for your request and the length of the plan you are requesting on the attached addendum. This information will be submitted to The Association's Board of Directors for consideration. The Association is not obligated to approve an alternative plan.*

### Step 3: Sign the Request Form

I hereby request a payment plan in order to pay delinquent assessments and bring my account current. I understand that I must remit a non-refundable payment for the administration of the plan in the amount of **\$150.00** with this request.

Property Owner Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### Step 4: Mail the Request Form and Payment

Enclose a check in the amount of **\$150.00** payable to **RealManage**.

Mail this completed Payment Plan Request Form and payment to RealManage at:

**RealManage**  
**P O Box 803555**  
**Dallas, TX 75380-3555**

*Upon receipt of a properly completed Payment Plan Request Form and a check in the amount of \$150.00 payable to RealManage, a RealManage representative will provide you with a **Payment Plan Agreement Letter** within three (3) business days by email (receipt time may be longer if no email address is provided). No further signature will be required for the Pre-Approved Payment Plan.*

