

PAYMENT PLAN REQUEST

ASSOCIATION NAME _____ ACCOUNT # _____

OWNER NAME _____

PROPERTY ADDRESS _____

OWNER MAILING ADDRESS _____

PHONE NUMBER (DAY) _____ (CELL) _____

I, _____ am the owner of the above referenced property and understand my obligation to pay the amount shown below plus late fees and interest as outlined in the Covenants, Conditions, and Restrictions (Deed Restrictions) for my Community Association. Since I am not able to pay the full amount at this time, I submit this request for approval of a Payment Installment Plan. I understand that the initial payment installation must be an amount equal to one-fourth (1/4) of the balance currently due and the payment installation plan must be completed within four (4) months.

If for any reason I do not strictly adhere to the schedule below, I understand and agree that: (i) the Association will turn my account over to the Association’s attorney without further notice to me and I will be charged all attorney’s fees and costs collected with the collection of the delinquency; (II) the foregoing statement complies with Section 209.008(a) of the Texas Property Code and the “date certain” addressed in the statute is the “Payment Due Date” established below; and (iii) I will be responsible for the payment of all interest, penalties, and late fees against the amount due from the original due date of the amount due until paid in full.

*****I UNDERSTAND THAT THE FIRST PAYMENT MUST ACCOMPANY THIS REQUEST.***
INCOMPLETE PAYMENT PLAN FORMS WILL NOT BE ACCEPTED.**

Owner Signature _____ Date _____

Association Approval _____ Date _____

NOTE: Interest and late fees will continue to accrue on the unpaid balance on your account **UNTIL PAID IN FULL!**

PAYMENT SCHEDULE

BALANCE REFLECTED ON CURRENT STATEMENT = \$ _____
1ST PAYMENT = \$ _____

Date		Amount
**1 _____	¼ of balance currently due as shown above	_____
2 _____	¼ of balance	_____
3 _____	¼ of balance	_____
4 _____	Final Payment + P & I	_____

***Call 281-537-0957 for amount of final payment when payment is due

**Insert today’s date for Payment 1 followed by the dates of all other payments. Please remember to fill in the amounts for each payment.

****Call 281-537-0957 for the amount of the final payment of the balance in full which will include any accrued late fees and interest. The final payment must bring the total account balance to zero.**

THIS PAYMENT PLAN ALLOWING FOR THE PAYMENT OF THE ANNUAL ASSESSMENT IN INSTALLMENTS IS NOT CONSIDERED AN APPROVED PAYMENT PLAN UNTIL IT IS SIGNED BY A REPRESENTATIVE OF CHAPARRAL MANAGEMENT COMPANY ON BEHALF OF THE ASSOCIATION. UPON APPROVAL OF THE PAYMENT PLAN, YOU WILL RECEIVE A FULLY SIGNED COPY OF THIS PAYMENT INSTALLATION PLAN AS EVIDENCE OF ACCEPTANCE. **NO ADDITIONAL STATEMENTS** WILL BE MAILED TO YOU AND YOU SHOULD RETAIN THIS PAYMENT PLAN FORM AS A REMINDER OF YOUR COMMITMENT TO SUBMIT YOUR PAYMENT INSTALLMENT TIMELY.

**CHAPARRAL MANAGEMENT COMPANY, P.O. BOX 681007, HOUSTON, TX 77268
PAYMENT PLAN INSTRUCTIONS**

To avoid delays in processing, please be sure to provide all of the information requested. A sample Payment Schedule is provided below. If you have questions, phone **281-537-0957** and ask for the manager for your neighborhood. We are happy to help.

Remember that **late fees and interest** will continue to accrue until the annual maintenance assessment has been paid in full and that the signed Payment Plan Request Form must be accompanied by the first payment for it to be considered for approval. To reduce the handling costs for the association, no additional statements will be mailed to you and your copy of the approved Payment Plan should be kept by you as a reminder.

This sample Plan pays off the Annual Maintenance Assessment Fee in four payments. A longer payment plan can be considered if there are extenuating circumstances, but the fees are typically paid in full within the assessment year.

SAMPLE

NOTE: INTEREST AND LATE FEES WILL CONTINUE TO ACCRUE ON THE UNPAID BALANCE ON YOUR ACCOUNT UNTIL PAID IN FULL.

PAYMENT SCHEDULE

BALANCE REFLECTED ON CURRENT STATEMENT = \$ \$200
1ST PAYMENT (MUST BE 1/4 OF THE CURRENT BALANCE) = \$ \$50

Date	Amount
**1 <u>2/1/05</u>	1/4 of balance currently due as shown above <u>\$50</u>
2 <u>3/1/05</u>	1/4 of balance <u>\$50</u>
3 <u>4/1/05</u>	1/4 of balance <u>\$50</u>
4 <u>5/1/05</u>	Final payment + P& I** Call 281-537-0957 for amount of final payment when payment is due

**Insert today's date for Payment 1 followed by the dates of all other payments. Please remember to fill in the amount for each payment.

****Call 281-537-0957 for the amount of the final payment of the balance in full which will include any accrued late fees and interest. The fourth and final payment must bring the total account balance to zero.**

CMC, Chaparral Management Company, Inc.
P.O. Box 681007 ♦ Houston, TX 77268-1007
Houston Office: 6630 Cypresswood Drive, Suite 100 ♦ Spring, TX 77379
Phone 281-537-0957 Fax 281-537-0312

email:cmc@chaparralmanagement.com