

## 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 payment installation plan must be completed within six (6) 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 = \$ \_\_\_\_\_

1<sup>ST</sup> PAYMENT = \$ \_\_\_\_\_

A	B
Date	Amount
**1 _____	1/6 of Balance Due as shown above _____
2 _____	1/6 of Balance _____
3 _____	1/6 of Balance _____
4 _____	1/6 of Balance _____
5 _____	1/6 of Balance _____
6 _____	Final Payment + P & I _____ <small>Call 281-537-0957 for amount of final payment when payment is due</small>

\*Insert today's date for Payment 1 followed by the proposed dates of payment for the subsequent payments.

**\*\*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 INSTALLATION PLAN IS NOT CONSIDERED AN APPROVED PAYMENT INSTALLATION 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 INSTALLATION PLAN 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**  
**1<sup>ST</sup> PAYMENT (MUST BE 1/4 OF THE CURRENT BALANCE) = \$ 50**

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

\*Insert today's date for Payment 1 followed by the proposed dates of payment for the next three payments.

**\*\*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.  
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