

The Enclave at the Lakes of Prosper Homeowners Association, Inc.

Payment Plan Request Form

This is your application for approval by the Property Management Company for a deferred payment plan on your Homeowners Association account. Please read it carefully. The Property Management company will review your information and ask the Board to approve your request. *The Property Management Company has up to (7) seven days to respond with a decision (following the receipt of this request).* **The preferred delivery methods are emailing info@essexhoa.com or faxing to 469-342-8205.**

The Enclave at the Lakes of Prosper Homeowners Association, Inc
c/o Essex Management
1512 Crescent Dr. Suite 112
Carrollton, TX 75006

*****If the payment plan is mailed, the 7 days allowed for a decision will start on the day it is received. *****

Name: _____
Address: _____
Account Number: _____

Email: _____
Home Phone: _____
Work Phone: _____

Amount:

All payment plans must include the \$35.00 payment plan fee added to the total amount of the plan and payable with the first installment. If future dues are not included in the plan, they are due on time AND in addition to your scheduled payment for that month.

Payment Schedule(Due by the last day of the month):

January:
February
March
April
May
June
July
August
September
October
November
December

Date of Application:

Homeowner Signature:

Date Received by HOA Management:

Once a payment plan has been defaulted on, the Association reserves the right to collect **ALL** Assessments, Late Charges and other applicable fees from the original delinquency date. Also, you will not be eligible for another plan for **2 YEARS** from the date a payment is missed or late.

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Property Management Action

_____ Approved _____ Denied _____ Other

COMMENTS:

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.

The Enclave at the Lakes of Prosper Homeowners Assoc., Inc.

By: _____

Date of Action: _____

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