



Property Management

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“Setting the Higher Standard since 1987”

TENANT REQUEST FOR PAYMENT ARRANGEMENTS FOR MONTHLY RENT OBLIGATION

Property Address: _____ Date of Request: _____

Tenant Making Request: _____ Contact Number(s): _____

Current Rent Amount: \$ _____ Current Lease Expires: _____

Please answer the following questions:

YES

NO

1. Do you have any outstanding rent (beyond 30-days)		
2. Have you requested arrangements in the past 3 months?		
3. In the last three months, have you ever been approved for arrangements but not kept them?		
4. Have you ever been served a 3-day notice to pay rent or quit in the last three months?		
5. Do you have any outstanding fees? (Non-rent)		

(If you have answered yes to Number 1 or 3, you are not eligible for payment arrangements at this time. All past due rent must be paid in full before arrangements can be made for a current month).

Please answer the following information:

1. When you will be paying rent? (specific dates only)	
2. How much can we expect on that date? (Exact amount)	
3. When will the balance be paid in full? (if partial payment)	
4. Please describe in detail the reason for this request <i>(written documentation maybe required to validate your request).</i>	

PLEASE READ THE FOLLOWING CAREFULLY:

- All requests for payment arrangements for rent must be received in writing by this office by no later than the 5th of each month. *(If the fifth of a month falls outside normal business hours, the request must be received prior to close of business on the last business day).*
- Security deposits may not be used to cover rent.
- Rent received after your normal due date MUST be in the form of verifiable funds. No personal checks will be accepted and ACH cannot be processed for any late rent.
- Rent is considered due in full and on time until the owners give a written approval.
- Tenants will be served a 3-day notice to pay rent or quit notice for any outstanding rent whether payment arrangements have been approved or not.
- A late fee will be assessed for any outstanding rent not received by the due date.
- Post dated checks are not allowed.
- Payment arrangements that are approved but not adhered to will void the approval from your owners and all rent will be due in full immediately.

Office use only! Approved: _____ Declined: _____ Approved w/changes: _____ Date Submitted to Owner: _____