

«LetterDate»

«AddrBlock»

RE: Payment Plan for «CustomerName»  
Outstanding Balance: «CustomerOpenBalance»

**PAYMENT PLAN AGREEMENT**

I, \_\_\_\_\_, agree to remit the following payments to Sageglen Community Association:

	AMOUNT	PAYMENT DATE	Check #
<b>Pmt 1</b>			
<b>Pmt 2</b>			
<b>Pmt 3</b>			
<b>Pmt 4</b>			
<b>Pmt 5</b>			
<b>Pmt 6</b>			

The Association shall permit delinquent homeowners to pay all amounts, delinquent or otherwise, owing to the Association by way of a monthly payment plan. A fee of \$25.00 shall be assessed to the owner's account for preparation of the payment plan, along with a monthly administrative fee of \$ 5.00 per month. Payment Plan terms are evaluated on a case-by-case basis and must be **approved by our office**.

Should a homeowner fail to honor the terms of a payment plan, the Association is not required to offer such homeowner any additional payment plan. If the payment plan is not completed as per the written terms, we will forward your case to our attorneys for collection. All reasonable attorney fees and costs of collection will be charged back to your account and will become your obligation to pay.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Print Name of Responsible Party

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

(\_\_\_\_)\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
e-mail or cell number