

**Widsom Creek 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](mailto:info@essexhoa.com) or faxing to 469-342-8205.**

Widsom Creek 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.**

Widsom Creek Homeowners Assoc., Inc.

By: \_\_\_\_\_

Date of Action: \_\_\_\_\_

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