

Lancaster Community Association, Inc.

c/o Lone Star Bookkeepers
2200 North Loop West, Suite 116
Houston, TX 77018

Payment Plan Request Form

Owners requesting a payment plan may email, mail or fax the completed form to Lone Star Bookkeepers. All requests must be in writing.

For the payment plan to become effective, you must submit the signed plan with or prior to the first payment. All accounts on the payment plan will incur a one-time \$25 late fee. Payments must be received each month after the payment plan is effective. If you miss a payment, the payment plan will become void, and the collection process will continue for the account balance in full. The administrative fee to administer this plan is a one-time fee of \$35, this fee includes mailing you a statement on or around the 8th of each month to inform you of your remaining balance due. An interest charge of 0.84% of the unpaid balance will be added to your account monthly as per the policy of the association.

Please print:

Date: _____ Account Balance: _____

Account Number(s): _____

Name on Account: _____

Property Address(s): _____

Mailing Address: _____

Email Address: _____

Primary Phone Number: _____

I, _____, the property owner, intend on making monthly payments of \$_____ for _____ months until my homeowner account balance is paid in full.

I agree that the initial installment is due on _____, and that all remaining installments are payable on the first day of each subsequent month.

This agreement in no way relieves you of your obligation to pay the annual assessments as they become due. This payment plan is for the balance due at this time and will not pertain to future assessments due. Your signature below means that you acknowledge and agree with the balance due as stated above. Although payments will be applied pursuant to Section 209.0063 of the Texas Property code, as party to this agreement, you do so stipulate that any late fees, collection fees, legal fees, and other costs which are part of the balance that is due on the date of signing this agreement are due and payable by you, the owner.

I understand that by submitting this form I agree to the terms and conditions above, knowing that if I do not complete the payment plan:

- My account will no longer be in good standing with the association.
- Collections efforts will be taken to collect the full balance due on my account.
- I will not be able to request a payment plan for the next two years.

Signature

Printed Name