



## CREEKSIDE VILLAGE POA PROPERTY OWNERS ASSOCIATION, INC.

### 2024 PAYMENT PLAN REQUEST FORM

This form is to be utilized by Owners who are not currently in collections through the RealManage Collections Department or the Association’s attorney and who desire to be approved for an installment plan for their annual assessments. Assessments are charged on the 1<sup>st</sup> of January and are considered delinquent on the 10<sup>th</sup> of February. If you cannot make payment in full by the due date, the Board will consider the option you choose on this form for approval. PLEASE NOTE, THE PAYMENT PLAN IS NOT APPROVED UNTIL YOU RECEIVE WRITTEN CONFIRMATION. ONCE COMPLETED, EMAIL THIS SIGNED AND DATED FORM TO [CREEKSVI@CiraMail.com](mailto:CREEKSVI@CiraMail.com) OR FAX TO 281-582-6400. **DO NOT MAIL AND DO NOT SEND PAYMENT WITH THIS FORM.**

- a. If a payment plan is established between January and March, the minimum down payment to establish a payment plan is 10% of the balance owed.
- b. If a payment plan is established between April and June, the minimum down payment to establish a payment plan is 20% of the balance owed.
- c. If a payment plan is established between July and September, the minimum down payment to establish a payment plan is 40% of the balance owed.
- d. If a payment plan is established between October and December, the minimum down payment to establish a payment plan is 50% of the balance owed.
- e. The length of a payment plan may be 3, 6, 9 or 12 months. Payment plans exceeding 12 months must be approved by the Association unless the account is in legal.

PAYMENT PLAN OPTIONS ARE LISTED BELOW **(ALL PLANS MUST BE COMPLETE BY THE END OF THE YEAR.)**

- OPTION 1: 3 MONTH PLAN** - Make three (3) monthly installments.
- OPTION 2: 6 MONTH PLAN** - Make six (6) monthly installments.
- OPTION 3: 9 MONTH PLAN** - Make nine (9) monthly installments.
- OPTION 4: 12 MONTH PLAN** - Make twelve (12) monthly installments.

I UNDERSTAND THAT MY ACCOUNT WILL BE / OR MAY HAVE BEEN CHARGED INTEREST IN THE AMOUNT OF OF 1.50% PER MONTH (accrued on the 10<sup>th</sup> day of the month) IN WHICH A PAST DUE BALANCE REMAINS ON THE ACCOUNT. IN THE CASE OF A DEFAULT ON THIS PAYMENT PLAN, ALL FINANCE CHARGES WILL REMAIN ON THE ACCOUNT AND CONTINUE TO ACCRUE. SUBSEQUENTLY, ALL COLLECTION ACTIVITIES WILL CONTINUE IN ACCORDANCE WITH THE ASSOCIATION’S COLLECTION POLICY. **UPON COMPLETION OF THE PAYMENT PLAN AGREEMENT, THE OWNER MAY REQUEST TO HAVE THE FINANCE CHARGES WAIVED.**

All payments are due on the first and are considered late if not received by the \_\_\_ of the respective month. If a payment is not received by the \_\_\_ day of the month, the payment plan will be in default and legal collection proceedings may continue as scheduled without further hearing or notice.

Upon receipt of your Payment Plan Request Form, the board will review your account and respond accordingly. The response will include the terms of your plan in the section below. Once approved, payments may be made as follows:

**Make check payable to:** Creekside Village Property Owners Association, Inc. *(Include your account number)*  
**Mail payments to:** Payment Processing Center C/O RealManage, 2633 McKinney Ave #130-502, Dallas, TX 75204-2581  
**Pay Online:** [www.RealManage.com](http://www.RealManage.com)>Access Portals>Resident/Owner Portal *(e-check or credit card)*

Owner Name: \_\_\_\_\_ Owner E-mail: \_\_\_\_\_

Unit Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR INTERNAL USE ONLY**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Account Number: \_\_\_\_\_

Appro: \_\_\_\_\_

Reason: \_\_\_\_\_

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