

Dear Resident,

It is our policy to only accept payments that bring your balance to zero by the due date reflected in your rental agreement. Late payments of rent may jeopardize your tenancy. If you would like to request approval for a partial payment, you will need to provide the following information to our office to request a Payment Plan. You can email your request to Payments@RealHumboldt.com or drop off your written statement to our office.

In order for us to review your request, please provide us with the following information:

Tenant Name	<<Name>>
Property Address	<<Property Address>>
Home, Work, and mobile phone numbers	<<Phone Number>>
Email Address	<<Email>>
The reason the rent is not being paid in full?	<<The reason the rent is not being paid in full?>>
What is your income source to pay the rent in the future?	<<What is your income source to pay the rent in the future?>>
Date and amount 1st payment will be received by our office	<<Date and amount 1st payment will be received by our office>>
Date and amount 2 nd payment will be received by our office	<<Date and amount 2 nd payment will be received by our office>>
Any other pertinent information?	<<Any other pertinent information?>>

Once request is received we will contact you with a decision within 5 business days.

Understand that this request does not waive or change any of the terms of the Rental Agreement or remove landlords' right to pursue collections. Even if a deferred payment plan is approved, you will continue to receive texts and emails regarding rent collection, but know that if you pay the balance owed, as agreed, we will not initiate legal action.

Sincerely,

Real Property Management Humboldt