



**Trio Homeowners Association Management**

17806 IH-10W, Suite 300  
San Antonio, TX 78257  
888-874-1978 Phone  
210-807-9662 Fax  
[contact@triohoa.com](mailto:contact@triohoa.com)  
[www.triohoa.com](http://www.triohoa.com)

**Payment Plan Request Form**

Owners requesting a payment plan may fax, e-mail or mail the completed form to Trio HOA Management, as all requests must be in writing. Owners may review details of your Association’s payment plan policy, by signing in onto the resident portal at [www.triohoa.com](http://www.triohoa.com); if applicable. There is no processing fee for e-check payments.

*Please print:*

**Date:** \_\_\_\_\_ **Name of Subdivision:** \_\_\_\_\_

**Name on Account:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Account Balance:** \_\_\_\_\_

**Terms of Payment Plan (Must include Specific dates and amounts for payments)**

**Payment Amount:** \_\_\_\_\_

**Payment Frequency:** \_\_\_\_\_ Weekly \_\_\_\_\_ Bi-Monthly \_\_\_\_\_ Monthly

**Payment Date:** 1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5\_\_\_ 6\_\_\_ 7\_\_\_ 8\_\_\_ 10\_\_\_  
11\_\_\_ 12\_\_\_ 13\_\_\_ 14\_\_\_ 15\_\_\_ 16\_\_\_ 17\_\_\_ 18\_\_\_ 19\_\_\_  
20\_\_\_ 21\_\_\_ 22\_\_\_ 23\_\_\_ 24\_\_\_ 25\_\_\_ 26\_\_\_ 27\_\_\_ 28\_\_\_  
29\_\_\_ 30\_\_\_ 31\_\_\_

This agreement in no way relieves you of your obligation to pay the annual assessments as they become due. Should you become delinquent in payment of future assessments, the terms of this agreement will become null and void. Owners' signature below acknowledges agreement with the balance due as stated above. Although payments will be applied pursuant to Section 209.0063 of the Texas Property Code, the parties to this agreement expressly stipulate that any late charges, interest, collection costs, attorney's fees, administrative fees or other costs or fees which have accrued on this account and are part of the balance at the time of the signing of the agreement and as stated above are valid, due and payable by Owner(s). Should Owner(s) default on the terms of this agreement, Owner(s) hereby acknowledge responsibility for payment of the remainder of the balance due as stated above.

Should you become delinquent in one (1) installment, the terms of this agreement will automatically become null and void at which time the Association will proceed with further collection efforts. "Delinquent" as used hereinabove means submitting a payment three (3) or more days past the agreed due date. Once a payment plan has been defaulted on, the Association reserves the right to collect ALL assessments, late charges, interest 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 plan is missed or late. So long as payments are made (timely) per this agreement, the Association will refrain from commencing any other collection efforts or adding additional late charges. Please keep a copy of this agreement letter for your records.

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.

Very truly yours,

Trio HOA Management  
On Behalf of The Board of Directors

AGREED AND ACCEPTED on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to-wit, witness my/our signature(s) herein below and on each prior page of this letter agreement in the lower portion of each page.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

Note: 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.

<b>Office Use Only:</b>	<b>Date:</b> _____
_____ Approved    _____ Denied    _____ Other	
<b>Comments:</b>	
<b>Trio HOA Management and/or Board Signature:</b> _____	