



FEE/FINE WAIVER REQUEST FORM

The Board, on behalf of the Association, shall take prompt action to collect from any owner who fails to pay the common expense assessed against them. Please complete the following information so that the Board may consider your request to have your late fee/violation fine/NSF fee waived. The Board of Directors will review your request and determine if waiver is justified and whether waiver of the fee will be in the best interest of the community.

Please be advised that you should, at the very least, pay any delinquent balance of your base assessment as soon as you are notified that the account has fallen behind. The Board is more likely to consider waiver of late fees if the account is brought current otherwise. Do not wait to hear back about the status of this waiver before paying assessment fees that are due.

Association: _____

Property Address: _____

Owner Name: _____ Phone #: _____

Email Address: _____

Please include specific information describing why you feel that your fee should be waived:

Owner Signature: _____ Date: _____

Waiver Amount Requested \$ _____

Please complete the above form and return via mail or email:

*Community Association Partners, LLC
PO Box 2429, Beaverton OR 97075*

*Email: info@capartners.net
(email recommended to ensure receipt)*

FOR OFFICE USE ONLY

Total waiver request approved? () YES () NO If no, Board approved partial waiver of \$ _____

Board Signature: _____ Date: _____

Notified Owner: _____

