



## Late payment and Violation Fee Waiver Request

It is each tenant's responsibility to pay his or her rent, fees and other charges by the date that they are due. Late penalties are assessed when Plum has not received payment by the due date established in the Rental Agreement. Violation fees are assessed when the tenant fails to abide by terms set forth in the Rental Agreement. Failure to review your statements is not a valid reason to request that a Violation Fee or Late Fee be waived.

Due to staffing and time constraints, verbal appeals of late and violation fees will not be accepted. Tenants must provide written appeals to be considered. A written dispute does not guarantee the waiving of a fee.

Requests will be reviewed and information confirmed. Late fees and violations fees must be paid and will be credited back to the account if the waiver is approved. Please complete this waiver request form, and drop it at our office at 425 North 5<sup>th</sup> Street West, or email it to [jeffrey.rentplum@gmail.com](mailto:jeffrey.rentplum@gmail.com). If you wish to mail your request in, our mailing address is PO Box 17312, Missoula, MT. 59808.

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Name (Please Print)

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Address

**Request to waive the following Fee:**

- Late Payment Fee
- Violation Fee

**Reason for the Request:**

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