

December 26, 2019

Resident:   
Address:

Phone:   
Email:

This agreement has been made on \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_,2020. Between , landlord and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, lease holder(s).

You surrender your keys on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for move out of unit \_\_\_\_\_\_\_\_. At this time, you have indicated that you are not able to pay the current balance due of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and need to set up a payment arrangement in order to avoid collection actions against your credit.

Below is the agreed upon payment schedule between landlord and lease holder(s) listed above. ***Any payments missed will require us to end this collection agreement and send your file immediately over to our collection agency.*** At which time, you will no longer be able to pay us directly and will need to work with our collection agency to make arrangements for future payments.

THIS PAYMENT LETTER IS TO COLLECT A DEBT OWED TO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. ALL PAYMENTS WILL NEED TO BE IN A CERTIFIED CHECK OR MONEY ORDER

I agree to pay the balance of $\_\_\_\_\_\_\_ as follows:

Balance Owed: $ 1186.00

Payments to be made as indicated below:

$\_\_\_\_\_PER MONTH: Feb 1 2020 $\_\_\_\_\_PER MONTH: Feb 1 2020

$\_\_\_ \_PER MONTH: Mar 1 2020 $\_\_\_\_\_PER MONTH: Feb 1 2020

$\_\_\_ PER MONTH: Apr 1 2020\_ $\_\_\_\_\_PER MONTH: Feb 1 2020

I understand if I do not pay as agreed above the balance of the amount owed will be forward to a Collection Agency immediately.

RESIDENT DATE

RESIDENT DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MANAGEMENT DATE