

## Establishing a Payment Plan for Land Lease Fees

Homeowner Name: _____
Property Address: _____
Phone Number: _____
Email Address: _____

**I am requesting the below payment plan to be considered for paying my past due land lease fees.**

**Current amount owed: \_\_\_\_\_ As of Date: \_\_\_\_\_**

**I am requesting to pay the debt as follows:**

**Payment amount \$ \_\_\_\_\_ Date of first payment \_\_\_\_\_**

**I will enroll in ACH  YES**

**NO, so I will make the above payment**

**(circle one): Monthly      Biweekly      Weekly**

**By signing below, the homeowner listed above and One Roof staff agree on the above payment plan to commence immediately.**

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Authorized One Roof Staff

\_\_\_\_\_  
Date established

RE: establishing a lease fee payment plan

Dear Homeowner,

You have elected to enter into a payment plan agreement in order to forego being assessed a fee. Please fill out the attached form and return to Brooke. **The form must be returned within 30 days of the date of this letter in order to not be assessed the fee.**

Email: [btapp@1roofhousing.org](mailto:btapp@1roofhousing.org) (a photo of the document with your phone will be accepted)

Mail: One Roof Community Housing  
Attn: Brooke Tapp  
12 E 4<sup>th</sup> Street  
Duluth, MN 55805

Text: (218) 235-3311 (a photo of the document with your phone will be accepted)

Fax: (218) 727-9368 Attn: Brooke Tapp

Once I receive the returned form, I will follow up with any questions and sign the document and give you a copy for your records.

Reminder, new policy states when on an established payment plan *“if [homeowner] miss two consecutive payments without communicating to CLT staff that they will not be able to make a payment, their balance due at the end of the following quarter will be assessed the 2.5% fee.”* Be sure to be in touch with me if you are unable to follow through on your payment plan.

Sincerely,

Brooke Tapp  
Stewardship Coordinator  
(218) 235-3311 | [btapp@1roofhousing.org](mailto:btapp@1roofhousing.org)

Enc. Payment Plan Enrollment form