

M.L.E.P.O.A., INC.
103 Lake Drive ♦ Dingmans Ferry, PA 18328
Phone 570-828-8244 ♦ Fax 570-828-9370
E-Mail: info@marcellakeestates.org

Request for Payment Plan

Name: _____ Date: _____

Property Address: _____

City: _____ State: _____ Zip code: _____

Account #: _____ Lot: _____ Block: _____

Address: _____
(If different from property address)

Dear Member(s):

Thank you for contacting the office to request a payment plan for the current Fiscal Year. Below are the payment plan options, approved by the Board of Directors. Please indicate your preference by placing a checkmark next to the payment plan you are interested in. Payment Plan administrative fees are listed below each plan. By signing below, you agree to the Terms and Conditions of the payment agreement.

NOTE: If your payment plan is in the arrears more than 2 consecutive months during a fiscal year, you may not be eligible for future payment plans.

3-month plan 6-month plan 9-month plan 12-month plan Special Plan

Improved lot: \$15.00	Improved lot: \$30.00	Improved lot: \$60.00	Improved lot: \$75.00
Adjoined lot: \$05.00	Adjoined lot: \$10.00	Adjoined lot: \$20.00	Adjoined lot: \$25.00
Vacant lot: \$10.00	Vacant lot: \$20.00	Vacant lot: \$40.00	Vacant lot: \$50.00

Interest will be added at 1.25% per month on all open balances if payment plan is not kept up to date.

TO BE COMPLETED BY OFFICE STAFF

YOUR PAYMENT PLAN HAS BEEN APPROVED. YOUR PAYMENT SCHEDULE IS AS FOLLOWS:

- 3-Month Payment Plan of \$ _____ starting on _____
- 6-Month Payment Plan of \$ _____ starting on _____
- 9-Month Payment Plan of \$ _____ starting on _____
- 12-Month Payment Plan of \$ _____ starting on _____
- Special Payment Plan with payments of \$ _____ per month for _____ months, starting on _____

Payment plans begin on **April 15th**. To request a payment plan, you must sign and date the bottom of this letter and return it to the office, along with a check for your first payment. **Please remember that all payments are due on the fifteenth of each month.** If we do not receive your payment by close of business day on the 15th of each month, your amenities privileges will be suspended, and finance fees will be applied to your account. You may request your member badges after you have completed two payments.

If you have a balance forward from prior years, this does not apply, please contact the office to request "Special Payment Plan", which is Director/Board approved.

Owner's Signature: _____ Date: _____

Office Manager's Signature: _____ Date: _____

Board Member's Signature: _____ Title: _____ Date: _____

Required on special payment plans
(Revised 2/16/21)