



## Late Payment Petition

College Housing Northwest – Corvallis encourages residents to inform us when they cannot pay their rent on time so that, when possible, alternative arrangements can be made and penalties may be avoided. The petition process has been designed to allow residents in good standing to defer rent payment to another date within the month for which rent is being petitioned.

Your completed petition and a \$10 petition fee must be submitted to The Gem Housing Office before 5:00pm on the 8<sup>th</sup> of the month (unless the 8<sup>th</sup> falls on a weekend or holiday then your petition *must* be submitted no later than the *preceding* business day). Petitions are reviewed and approved on a case-by-case basis.

Approval is based on the following criteria:

- Reason for request
- Payment history (all previous rent and fees must be paid in full)
- Documentation of ability to pay rent by the end of month
- No more than 3 petitions in the last 12 months

If you do not meet the terms of repayment, a \$50 late fee will be charged to your account and you will be held accountable to the terms of an issued 72-hour Written Notice of Non-Payment of Rent.

## Steps for Completing the Petition

- ❶ Complete Petition Form
- ❷ Attach 3<sup>rd</sup> party documentation
- ❸ Sign Petition
- ❹ Roommate Sign Petition
- ❺ Pay \$10.00 for petition fee

# 1 Complete Petition Form

Name: \_\_\_\_\_ Apartment number: \_\_\_\_\_

Phone number: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Amount due: \_\_\_\_\_

Explain why rent cannot be made at this time, and how payment will be made by the end of the month:

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# 2 Attach 3<sup>rd</sup> party documentation

Check type of documentation attached:

Financial Aid Form       Other: \_\_\_\_\_

Paycheck Stub

# 3 Signature

Should my Petition For Late Payment be accepted by College Housing Northwest – Corvallis, I promise to pay to the order of CHNW – Corvallis, at Corvallis, Oregon, on or before \_\_\_\_\_, the sum of \$\_\_\_\_\_. If suit or action is filed on this note, I also promise to pay (1) the holder's or holders' reasonable attorney's fees to be fixed by the trial court or arbitrator, and (2) if an appeal is taken from any decision of the trial court or arbitrator, such further sum or sums as may be fixed by the appellate courts, as the holder's or holders' reasonable attorney's fees in the appellate courts.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 4 Roommate Signature

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 5 Pay \$10.00 petition fee

For Use by College Housing Northwest

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Amount received: \_\_\_\_\_

Yardi charge created: \_\_\_\_\_ Payment before EOM: \_\_\_\_\_ If no, manager approval: \_\_\_\_\_