



Petition for Late Payment

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 8th of the month (unless the 8th 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 year

A letter will be sent informing you of the status of your petition. Along with this letter, you will receive a 72-hour Written Notice of Non-Payment of Rent (even if your petition is approved). This notice is only used by the College Housing Northwest – Corvallis if you do not pay by the end of the month. Payment at the end of the month cannot be made with a personal check. 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 your 72-hour Written Notice of Non-Payment of Rent.

If your petition is denied your petition fee will be credited to your account, you will be charged the regular late fee of \$50 and you will be accountable to the terms of your 72-hour Written Notice of Non-Payment of Rent.

Steps for Completing the Petition

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

1 Complete Petition Form

Name: _____ Building & apartment number: _____

Phone number: _____ Social Security#: _____

Amount due: _____

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

2 Attach 3rd 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 for petition fee

For Use by College Housing Northwest

Received by: _____ Date: _____ Amount received: _____ Receipt number: _____