

# SPECIAL LATE PENALTY WAIVER REQUEST

## Corona Virus

**Name:**

**Address:**

**Community Name:**

Submit this for to request a waiver of late payment penalties for condominium or homeowners association assessments. Submission of this application does not constitute a waiver. At this time, no decisions have been made for delaying due dates nor for suspending application of late penalties.

All requests for late fee and/or collection fee waivers will be subject to approval by your board of directors. Please allow at least 30 days for a response, during which time penalties may accrue, but can be removed if this request is approved.

The Federal Government guidelines for social distancing, work from home & isolation went into effect March 16, 2020. It was at that time that certain businesses closed such as restaurants & bars. Maryland's order to close all non-essential businesses went into effect at 5:00 PM on March 23, 2020. Use of this form is restricted to request for waiver of penalties imposed as a result of these announcements and only for penalties levied after these dates.

### CAUSE FOR REQUEST

Temporarily Unemployed due to the Corona Virus social distancing or closure of non-essential businesses (attach written verification)

Employer/Department:

Date Wages were interrupted:

Other (describe):

Comments: Special Circumstances:

Note that one consideration will be whether you were current in your assessments for the past six months. If you were delinquent in assessments on March 16, 2020, your request will be denied.

Signed:

\_\_\_\_\_  
Owner Date

Please email completed form to:  
[community@AccessMMI.com](mailto:community@AccessMMI.com)  
Subject: Corona Fee Waiver Request

If unable to scan, mail to:  
Community Dept-Waiver Request  
Majerle Management Inc  
7253 Hanover Pkwy, Ste B  
Greenbelt, MD 20770

#### For Office Use

Unemployment Verified

Payment History Verified

By: \_\_\_\_\_

#### For Board Use:

Waiver Approved \_\_\_\_\_ through \_\_\_\_\_  
start date end date

Waiver Denied

By: \_\_\_\_\_  
Board President or Secretary