



**Trio Homeowners Association Management**

11467 Huebner Rd Ste 175

San Antonio, TX 78230

210-399-1402 phone

210-807-9662 fax

[contact@triohoa.com](mailto:contact@triohoa.com)

[www.triohoa.com](http://www.triohoa.com)

## Fee Waiver Request Form

Owners requesting a fee waiver may fax, e-mail or mail the completed form to Trio HOA Management, as all requests must be in writing. Your request will be submitted your Association's Board of Directors to review, Trio HOA Management will notify you once a decision has been made along with a copy of your account ledger.

*Please complete in print.*

**Account No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name of Association:** \_\_\_\_\_

**Name on Account:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Current Account Balance:** \_\_\_\_\_

Please use the space below to submit your fee waiver request. Your request must include the following: the types of fees assessed on the account; reason as to why the fees may have been assessed; reason for your fee waiver request; and/or (only if applicable) reason as to why the fees have not been paid.

This request in no way relieves you of your obligation to pay the fees you are inquiring about. Once the Board has made their final decision regarding your request, the account balance then provided is due in full. If you would like to set up a payment arrangement for the remaining balance (if any), please contact Trio HOA Management for further details. Should you fail to pay the account balance, the Association will proceed with further collection efforts. The Association reserves the right to collect ALL assessments, late charges, interest, and other applicable fees from the original request date. Please keep a copy of this request form for your records. No fee waiver will be considered in effect until the Board of Directors has made their final decision regarding your request.

Sincerely,

***Trio Homeowners Association Management***

On Behalf of The Board of Directors

AGREED AND ACCEPTED on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to-wit, witness my/our signature(s) herein below and on each page prior of this letter agreement in the lower portion of each page.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

**For Management Use Only:**

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

\_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Other

**Comments:**

**Trio HOA Management Signature:** \_\_\_\_\_

**Owners Initials:** \_\_\_\_\_