



**Late Fee Waiver Application**

Dear Tenant:

As the property management company, we are legally obligated to enforce the terms of your agreement. Per our lease agreement, your rent is due on the 1<sup>st</sup> of every month and a 5 day grace period (before a late fee is assessed) is already given to our tenants as a courtesy. Therefore, we are **unable** to waive your late fees if your untimely submittal of rent is due to the following reasons:

- You were out of town
- You won't receive any income until after the 5<sup>th</sup> of the month
- Disruption of income

Property address: \_\_\_\_\_

Tenant's Name(s): \_\_\_\_\_

Name of Your Property Manager: \_\_\_\_\_

Detailed description of your circumstance (please be specific and detailed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evidence supporting your claim:  Photos  Witness  Other

Submitting this application does not delay my responsibility to pay off the rental amount. I understand that I must pay off my rental payment and all tenants on lease agreement must sign this application for this application to be considered.

_____ Tenant Signature	_____ Date	_____ Tenant Signature	_____ Date
_____ Tenant Signature	_____ Date	_____ Tenant Signature	_____ Date
_____ Tenant Signature	_____ Date	_____ Tenant Signature	_____ Date

Please make a copy of this form for your records and then mail/email/fax the completed form and all supporting documents to our office at 9500 Roosevelt Way NE Suite 100 – Seattle, WA 98115/email: [rental1@wpirealestate.com](mailto:rental1@wpirealestate.com)/fax: 206-522-0725.

Thank you.

**OFFICE USE ONLY:**

PM Assistant: Submit form to VP for approval/disapproval.

VP: Waiver request approved?  Yes /  No  
Reason for disapproval: \_\_\_\_\_

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

VP: Provide copy to PM Assistant, PM, and BK.

BK to scan and upload to AppFolio under "Tenant" and file original in tenant folder. Completed on: \_\_\_\_\_ (Date)