

Dear Homeowner:

If you feel an error was made or wish to dispute your account balance or charges, it is necessary you do so in writing. Below is a form letter to complete and return to:

**Phillips Real Estate Services, LLC
Attn: Board of Directors
223 Taylor Avenue North, Suite 200
Seattle, Washington 98109**

Late fees and fines are assessed in accordance with the House Rules of your Homeowners' Association and are strictly enforced. Board approval must be achieved in order to make exception to any House Rule, including the reversal of late fees, repair charges and fines. Phillips will provide the Board with a copy of your completed response form for consideration. Any approved adjustments made to your account should be reflected on your billing within the next sixty (60) days. If an error in posting your payment has occurred, the late charge may be considered unwarranted and late fees will be waived without the need for Board review.

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Detach here to mail to the above address or fax to 206-622-9991, Attn: Condominium Accounting

WAIVER REQUEST

Please submit the following request to my Board of Directors for consideration.

I wish to request the removal of: late fees repair charges fines other: _____
from my account due to the circumstances explained as follows:

Please respond with your decision on this request to my address or phone number listed below:

Date: _____ Owner's signature: _____

Unit number: _____ Condominium Assn.: _____

Phone: _____ Address: _____

Fax: _____ Email address: _____

FOR OFFICE USE ONLY: To be completed by Phillips Real Estate Services and/or your Board of Directors

Decision:

- Board approved a \$ _____ credit per _____ on ____/____/____
 Board denied any credit due to _____ on ____/____/____

Contact:

- Board to contact homeowner with decision. Contacted ____/____/____ by _____
 Phillips to contact homeowner with decision. Contacted ____/____/____ by _____