

Letter Request to Waive Late Fee

Dear South Puget Sound Habitat for Humanity,

I will not be able to make my mortgage payment by the 15th of this month. The reason I will not be able to make my mortgage payment is:

I understand South Puget Sound Habitat for Humanity's late fee policy:

1. No late fee will be waived after the 15th day of the month the late fee is assessed.
2. No more than two late fees may be waived in a calendar year.
3. Late fees will not be waived for accounts with existing delinquencies or default, or accounts subject to the terms of a forbearance agreement.

Signature: _____

Date: _____

Name: _____

Address: _____

Phone number: _____

Email: _____

Habitat Use Only

Date Received: _____

(Circle) Approved

Not Approved

Name: _____

Signature: _____

Notes: _____