



### Late Rent Request

<b>Shields Leasing Office</b> 3436S. Shields St Ft Collins, CO 80526 Ph: 970-224-6100	<b>Taft Leasing Office</b> 920 S. Taft Hill Rd. Ft Collins, CO 80521 Ph: 970-416-2460	<b>Stanford Leasing Office</b> 2631 Stanford Rd. Ft. Collins, CO 80525 Ph: 631-8250	<b>Redwood Leasing Office</b> 1331 Redwood St. Ft. Collins, CO 80524 Ph: 970-232-9294	<b>Horsetooth Leasing Office</b> 1506 W Horsetooth Rd Ft. Collins, CO 80526 Ph: 970-698-6788
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Resident Name:		Phone:	
Resident Address:			
City:		State:	Zip:
Monthly Rent Amount: \$			
Additional Amount Owed: \$ (Security Deposits, Repayment Agreements, Maintenance/Utility Charges)			
Amount to be paid by the 7 <sup>th</sup> : \$			
I /We will pay the remaining amount due on (Month/Day/Year) _____ <span style="float: right;">(No later than 15<sup>th</sup> of month)</span>			
Reason for Late Rent Request:			
COVID-19 Related: (check all that apply)		Do you need access to COVID-19 resources?	
Temporary Employment layoff [ <input type="checkbox"/> ]		Yes [ <input type="checkbox"/> ]	No [ <input type="checkbox"/> ]
Permanent Job Loss [ <input type="checkbox"/> ]			
Child Care [ <input type="checkbox"/> ]			
Other: [ <input type="checkbox"/> ] Please specify:			
<p>I/We understand that even if this request is approved, a \$25.00 late fee will be owed. In addition, I/We understand that I/We will receive a <i>Demand for Payment or Possession</i>, which is a notice that Villages is required to send; however, this notice <u>will not</u> be acted upon unless payment is not received by the agreed upon date.</p>			

Resident Signature: _____	Resident Signature: _____
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**OFFICE USE ONLY**

Approved:  Yes     No

Property Manager Signature \_\_\_\_\_ Date: \_\_\_\_\_

Resident Services Signature \_\_\_\_\_ Date: \_\_\_\_\_