**Request for payment plan due to COVID-19**

We are here to work with you and understand that these are difficult times for everyone. Please complete the following form and either return to the office or email [melinda@reddooroperations.com](mailto:melinda@reddooroperations.com).

Please note the **REQUIRED** documents to attach to this form.

**Name**: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

**Reason for requesting payment plan: (be specific with dates of layoff)**

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**Proposed payment plan: (Include proposed dates to pay and specific amounts to be paid.)**

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**Have you applied for Unemployment?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*REQUIRED\*\***

**Attach documentation from work place showing that you have been terminated or your hours have been decreased.**

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Signature of Lessee Date

\*Submit this **COMPLETED** form to the office in a sealed envelope with all **ATTACHED** documentation or email all documents to melinda@reddooroperations.com. Management will be in touch with you to confirm receipt and partner on a proposed plan.