

Property Management & Investments of New Mexico

Payment Extension/Exemption Request Form

Tenant Name: _____

Property Address: _____

Phone Number: _____ Email: _____

I am requesting an extension/exemption of monthly rent:

_____	\$ _____	\$ _____
Month/s	Rental Amount	Late Fees (10% of unpaid rent)

I am requesting an extension/exemption of other fees/charges:

_____	\$ _____
Fee/Charge Type	Amount

I am requesting this for the following reasons (be specific and provide all documentation to support your statement (ie. medical leave, termination letter on company letterhead, etc)). **Formal documentation must be provided in order for extension/exemptions to be considered.** Please note, there is no guarantee your request will be granted: _____

I am able to make the following payment arrangements (be specific with payment dates, amounts, etc.):

Tenant Signature

Date

Office Use Only

The following agreement has been made: _____

Owner/Manager Signature

Date