



Late Fee Waiver Application

Dear Tenant:

As the property management company, we are legally obligated to enforce the terms of your agreement. Per our lease agreement, your rent is due on the 1st of every month and a 5 day grace period (before a late fee is assessed) is already given to our tenants as a courtesy. Therefore, we are **unable** to waive your late fees if your untimely submittal of rent is due to the following reasons:

- You were out of town
- You won't receive any income until after the 5th of the month
- Disruption of income

Property address: _____

Tenant's Name(s): _____

Applicant: _____

Name of Your Property Manager: _____

Detailed description of your circumstance (please be specific and detailed):

Evidence supporting your claim: Photos Witness Other

Submitting this application does not delay my responsibility to pay off the rental amount. I understand that I must pay off my rental payment and all tenants on lease agreement must sign this application for this application to be considered.

Tenant Signature Date Tenant Signature Date

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Please make a copy of this form for your records and then mail/email/fax the completed form and all supporting documents to our office at 9500 Roosevelt Way NE Suite 100 – Seattle, WA 98115/email: info@wpirealestate.com/fax: 206-522-0725.

Thank you.

OFFICE USE ONLY:

Waiver request approved? <input type="checkbox"/> Yes / <input type="checkbox"/> No	
Reason for disapproval: _____	

Signature: _____	Date: _____

- PM to mail a copy of application with response to Tenant and remit original to BK. Completed on: _____ (Date)
- BK to scan and upload to AppFolio under "Tenant" and file original in tenant folder. Completed on: _____ (Date)