

**MONTGOMERY VILLAGE FOUNDATION, INC.
COLLECTION POLICY FOR
MULTI-FAMILY RENTAL UNITS**

Purpose: Members of the Montgomery Village Foundation (MVF) are subject to the payment of annual and special assessments, as well as costs, interest or other charges levied by MVF. This policy sets forth the manner in which these assessments, costs, interest and charges will be collected.

Due Dates: The annual assessment is due in full on January 1 of each year; however, it may be paid in twelve (12) equal monthly installments. If payment in full is not received by January 15, a monthly payment plan is automatically in effect. Monthly payments are due on the first of each month.

Payment coupons are mailed once each year, prior to January 1. Failure to receive coupons does not relieve a member of the obligation to pay the required assessment when due.

Methods of Payment:

- **Checks** payable to MVF should be mailed with a coupon to PO 67900 Phoenix, AZ 85082-7900. Checks **MUST** be mailed early enough to arrive on or before the due date. Checks returned for any reason are subject to a \$35 returned check fee.
- **ACH transfer** will be automatically processed starting as soon as is practical after the authorization is submitted to the MVF office.

Delinquent Accounts, Cost of Collections, and Fees:

Any assessment that has not been paid by the last day of the month is considered delinquent. An invoice will be sent to the multi-family rental property owner and may include a \$25.00 cost of collections fee.

Acceleration Related to Lawsuits or Liens: If the monthly payment is not received by the last day of the month, the entire balance of the annual assessment becomes due and payable immediately, and MVF may file a lawsuit to collect the annual assessment.

Interest on Delinquent Accounts: Interest will accrue at a rate of 6% per annum on the delinquent account.

Failure to receive any or all of the correspondence noted above does not relieve a multi-family rental property owner of the obligation to pay the required assessment and any related cost of collections.

Collection Fees: If a lawsuit or lien is filed, the multi-family rental property owner will be assessed fees based on MVF's collection procedures. These fees include, but are not limited to, lawsuit preparation and filing, lien preparation and filing, court filing fees, attorney fees, process server fees and recording fees. The amount of these fees is determined at the time of the action and is based on the fee charged by the entity providing the service.

The aforementioned fees and related cost of collections fees and interest shall be posted to the multi-family rental property owner's account and collected in the same manner as assessments and will appear on the past due statement mailed to the multi-family rental property owner.

Waivers: Requests to waive cost of collections fees must be made in writing to the Assessments and Collections Administrator and must state specific circumstances as to why a waiver should be considered.

Other Charges: If a check or ACH transfer is refused, returned for insufficient funds or payment is stopped, a \$35.00 charge will be assessed to the multi-family rental property owner's account.

Communications: Any communication concerning disputed debts, including checks or money orders tendered, must be sent to MVF, 10120 Apple Ridge Road, Montgomery Village, MD 20886-1000 Attention: Collections Department.