

FEE REMOVAL REQUEST FORM

Please complete the application in full to prevent a delay in processing.

Your request for fee removal will be reviewed at the next regularly scheduled board meeting.

There are two charges to a homeowner's account that will not be reviewed by the board for a removal request.

- **Association Assessments (Dues):** Association dues are written into the governing documents of the association and are agreed upon at the time of purchase. Dues are necessary to fulfill the financial obligations of the association at large.
- **Legal Costs:** The association contracts with a legal team who is responsible for review and processing of past due accounts for the association. Legal counsel follows protocols set forth in the association's collection policy. The association pays these costs up front to the legal team and assess the costs to the unit owner.

If you feel the legal team did not follow the association's collection policy, the issue must be addressed directly with the association's legal counsel. The association's legal team contact information, and a copy of the approved collection policy can be found on the association portal.

The decision of the board is final. By submitting this form in lieu of a hearing request, or if the 10 days have already passed there is no additional opportunity for a hearing with the board.



REQUEST FOR FEE REMOVAL

Owner Name: _____ Date: _____

Association Name: _____

Unit Address: _____

Mailing Address (If different from Unit): _____

Total Amount Requested to be Removed: _____

Please complete the breakdown of charges below in its entirety. Use multiple pages if necessary.

1. Late Fee Enforcement Assessment Maintenance Charge Other: _____

Date of Assessment: _____ Amount: _____

Reason for Removal: _____

2. Late Fee Enforcement Assessment Maintenance Charge Other: _____

Date of Assessment: _____ Amount: _____

Reason for Removal: _____

3. Late Fee Enforcement Assessment Maintenance Charge Other: _____

Date of Assessment: _____ Amount: _____

Reason for Removal: _____

Please include any additional documentation to support your request, including your account statement.

Signature: _____

PLEASE REMIT TO: Capital Property Solutions, P.O. Box 630, Worthington, Ohio 43085
Email: admin@cpscolumbus.com

Office Use Only

Decision: _____ Signature: _____ Date: _____

Comments: _____