



Kingstowne Residential Owners Corporation
6090 Kingstowne Village Parkway, Alexandria, VA 22315
Phone 703-922-9477 | Fax 703-922-2713

Late Fee Waiver Request

Complete the information below and attach all supporting documentation that applies to your request. Please note all forms must be received five (5) business days prior to the Financial Advisory Committee's (FAC) meeting in order to be reviewed at that meeting. Traditionally, the FAC meets on the 4th Wednesday of the month. Although your request will be pending, you are still responsible for paying your assessments and any other balance that may be outstanding. Please note all decisions by the FAC are final.

Monthly assessments are due on the 1st of the month and considered late if not received by the 1st. FAC members use KROC Policy Resolution No. 23 – Homeowners Fee Policy to guide their decisions when considering waiver requests. Section 1 and 3 of that resolution states:

“Failure to receive a coupon booklet or any other correspondence shall not relieve an owner of his or her obligation to timely pay all assessments, nor shall it relieve the owner of the obligation to pay any late charges, costs or attorney’s fees incurred as a result of his or her failure to make timely payment.” and

“The due date for each monthly installment is the 1st day of each month.”

Homeowner Information

Owner Name(s): _____

Property Address: _____

Mailing Address, if different: _____

Phone Number: _____ Email: _____

I/We the owners of the above address would like to request the FAC review and consider my/our request for a (please check all that apply):

Assessment Late Fee Waiver, Totaling: \$ _____

Other, List Charge(s): _____

Please provide a brief but detailed explanation as to why you are requesting this waiver. Attach any supporting documentation providing additional information regarding your request. Incomplete information may cause a delay in the review of your request.

Owner(s) Signature

Date