

## Request for payment plan due to COVID-19

We are here to work with you and understand that these are difficult times for everyone. Please complete the following form and either return to the office or email

[ljohnson@mgrouptexas.com](mailto:ljohnson@mgrouptexas.com)

Please note the **REQUIRED** documents to attach to this form.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Reason for requesting payment plan: (be specific with dates of layoff)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed payment plan: (Include proposed dates to pay and specific amounts to be paid.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you applied for Unemployment? \_\_\_\_\_

**\*\*REQUIRED\*\***

**Attach documentation from work place showing that you have been terminated or your hours have been decreased.**

X \_\_\_\_\_  
Signature of Lessee

\_\_\_\_\_  
Date

\*Submit this **COMPLETED** form to the office in a sealed envelope with all **ATTACHED** documentation or email all documents to [ljohnson@mgrouptexas.com](mailto:ljohnson@mgrouptexas.com). Management will be in touch with you to confirm receipt and partner on a proposed plan.