

## 2019 - 2020 MONTHLY PAYMENT PLAN

The Monthly Payment Plan permits five (5) payments each semester, in lieu of one (1) payment each semester, with the following conditions.

1. **Term Period.** Resident agrees that all monies will be paid in full on or before May 1, 2020.
2. **Processing Fee.** A \$104 Processing Fee (\$52/semester) will be assessed for the change in payment terms.
3. **Payment Schedule.** Resident agrees to make payments toward the balance owed according to this schedule. **CHECK ONLY ONE BOX.**

**ACADEMIC YEAR AGREEMENT: FALL 2019**

Reservation Fee	\$325
August 22, 2019	\$1,013.00
October 1, 2019	\$1,013.00
November 1, 2019	\$1,013.00
December 2, 2019	\$1,013.00

\$4,325 RENT +  
\$52 PROCESSING FEE = \$4,377

**FALL 2019 ONLY AGREEMENT**

Reservation Fee	\$325
August 22, 2019	\$1,013.00
October 1, 2019	\$1,013.00
November 1, 2019	\$1,013.00
December 2, 2019	\$1,013.00

\$4,325 RENT +  
\$52 PROCESSING FEE = \$4,377

**ACADEMIC YEAR AGREEMENT: SPRING 2020**

No Reservation Fee	-----
January 2, 2020	\$1,013.00
February 3, 2020	\$1,013.00
March 2, 2020	\$1,013.00
April 1, 2020	\$1,013.00
May 1, 2020	\$325

\$4,325 RENT +  
\$52 PROCESSING FEE = \$4,377

**SPRING 2020 ONLY AGREEMENT**

Reservation Fee	\$325
January 25, 2020	\$1,013.00
March 2, 2020	\$1,013.00
April 1, 2020	\$1,013.00
May 1, 2020	\$1,013.00

\$4,325 RENT +  
\$52 PROCESSING FEE = \$4,377

4. **Late Fees.** Resident agrees and understands that failure to make a payment by the dates above (or the next business day if the date falls on a weekend or holiday) will result in five percent (5%) late fee becoming due and payable immediately.
5. **Collections.** Resident agrees and understands that if the entire balance becomes payable and fails to pay, legal proceedings, to include turning account over to a collection agency or to an attorney, will be initiated immediately.
6. **Financial Responsibility To Collect.** Resident agrees and understands that if legal proceedings are initiated, resident will be responsible for all fees and charges incurred by Owner.
7. **Payment Submission.** Payments should be made payable to Capstone Management. Resident understands that all payments are to be submitted to the Paca / Tubman Management Office, 415 Towson Way, Towson, MD 21252 by the due date.
8. **Early Pay Off.** It is expressly understood by both parties that the resident may at any time pay the total amount due thereby satisfying this agreement in full. The \$52/semester processing fee will still apply.
9. **Rental Payment.** This agreement pertains only to rent and does not supersede any other terms set forth in the 2019–2020 Housing License.

<p><b>RESIDENT</b></p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Date</p>	<p><b>PARENTAL GUARANTOR</b></p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Date</p>
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