**Updated Payment Plan Agreement (COVID-19)**

**April 17, 2020**

Please see below for suggestions on how to complete the Payment Plan Agreement.

If you are an NAA Click & Lease user, the NAA Click & Lease Program for all states will be updated on April 29, 2020 to include these updates to your lease forms. Please stay tuned for the official Broadcast.

1. **Payment Plan Agreement (COVID-19)**
   1. **Chart Headers Updated**
      1. **Payment Item**: Description of item due
      2. **Current Due Date**: Date the item due is currently due
      3. **Current Amount Due**: Amount that is currently due
      4. **Date to be paid**: Date resident has agreed to make payment
      5. **Amount to be paid**: Amount resident has agreed to pay on the “Date to be Paid”
      6. **Balance Due**: Enter any remaining balance that is due

**Examples:** **(Please note - these are only suggestions and you should work with your legal counsel prior to entering into any payment arrangements to make sure you are not running afoul of the federal CARES Act or any state or local executive or emergency orders).**

**If multiple payments for the same payment item (using an amount of $1500 for April Rent):**

**Payment Item                    Current Due Date      Current Amount Due   Date to be paid       Amount Balance**

April Rent  Payment 1         April 1, 2020               $750.00                         April 15, 2020      $750.00 $750.00

April Rent  Payment 2         April 1, 2020               $750.00                         April 30, 2020      $750.00 $ 0.00

Or:

**Payment Item   Current Due Date      Current Amount Due   Date to be paid       Amount Balance**

April Rent              April 1, 2020            $1000.00                         April 1, 2020           $1000.00 $500.00

April Rent              April 1, 2020              $500.00                           April 15, 2020          $500.00 $0.00

**If simply delaying the rent payment (using an amount of $1500 for April Rent):**

**Payment Item   Current Due Date      Current Amount Due   Date to be paid       Amount Balance**

April Rent                April 1, 2020             $1500.00                          April 30, 2020        $1500.00 $0.00