



Late Fee Dispute

I believe the late fee charged on _____ is incorrect for the following reason(s):

- I made a payment that is not reflected on my account. I have enclosed proof of that payment with this dispute.
- The late fee was charged, but my balance on that date was zero or a credit balance.
- There is another error or questionable activity on my account as follows: _____

Please send this form to: Majerle Management
ATTN: Accounting Department
1375 Piccard Drive - Suite 210
Rockville, MD 20850

- Include with this form:
- a. A copy of your online statement highlighting any errors or issues
 - b. Proof of payment for missing payments
 - c. Any other evidence you would like to be considered in the late fee waiver

Management is authorized to correct errors and to adjust any late fees that resulted exclusively from an error. If the late fee is justified, only the board of directors can authorize a waiver. If management cannot adjust your account, we will take the matter to the board of directors. Their decision may take up to 60 days.

If you have not created your online account, you must have the security key that was mailed to you. If you no longer have that key, please contact client services at (301) 220-1850 for assistance in creating the account or complete the *Authorization to Accept Electronic Notices* form.

To find your online account history, go to www.accessmmi.com and select community management. On the right side of the screen, below Community Management, select secure login. Enter your email address and password.

Once logged-in, go to My Account and choose Account Statement.

Your Name: _____

Property Address: _____

Daytime Phone: _____ Email: _____@_____._____