

XI. Collection - Rent, Repairs and Other Charges

A. Uncollected Rent

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- (a) Rent is due and payable on the first of each month.
- (b) If rent is not paid in full by 5 p.m. on the 6th day of the month, a \$25.00 late charge will be assessed and a 14-day Notice to pay or vacate will be issued.
- (c) If tenant fails to pay rent after a 14-day Notice to Vacate has been issued, the rental agreement will be terminated.
- (d) A \$6.00 filing fee will be assessed to cover the Certified Mail/Return Receipt charge.
- (e) If two (2) 14-day Notices to Vacate have been issued for non-payment of rent and a third failure to pay rent on time occurs within a six-month period, a 30-Day Notice to Vacate will be issued. Note: even if rent is subsequently received, the 30-day Notice to Vacate will be upheld.
- (f) If a tenant submits a payment that has insufficient funds to draw from (including electronic withdrawal) they will be issued a 14-day notice to pay (with a money order or cashier's check only). If they don't cure the breach within the 14 days they will receive a 30-day notice to move. All future payments for rent and other charges must be made with a money order or a cashier's check.

B. Repayment Agreements

Tenants need to adhere to their repayment agreements for repairs, rent and other charges. If a resident has unreported income that does not exceed \$1,500.00 the tenant will be allowed one opportunity to enter into a repayment agreement. If that agreement is not signed within **10** business days they will be terminated from the program. If a second incident of unreported income occurs then the tenant will be terminated from the program. If damages are excessive and/or continuing the tenant will be terminated. Repayment arrangements must be made with the Housing Authority or termination may occur. For tenants who have up to \$500.00 owing a six-month repayment schedule will be instituted. If the payment is over \$500.00 up to a year will be allowed. Repayments will be due on the same schedule as rent, if a tenant is late more than twice within a six-month period, a termination notice to move will be issued. At the discretion of the Executive Director a longer term of repayment may be granted in the case of hardship or reasonable accommodation.

C. Collection and Write-off Debt

For all types of tenant accounts receivables owing if the client has not entered into a repayment agreement within 10 days of written notification or paid in full after a 10-day period the amount owing will be sent to a collection agency. The client will be sent a written notification giving them 10 days to sign and return a repayment agreement, or 10 days to pay in full, or have the amount owing sent to collection. Once the amount owing is sent to collection by authorization of the Executive Director it will be written off the PHA books. All past tenant account receivables that have been sent to collection are considered to be written off the books.