**RENT COLLECTION POLICY**

A. Rent will be due and payable in advance, without notice, at the Authority Office at (Address) on the first calendar day of each month.

B. The family must no later than the day of the month contact the Authority and explain the circumstances which will delay the rent and indicate the date on which full payment will be made.

C. If the Authority agrees to accept payment of rent and other charges later than the stated day of the month, an agreement will be set forth in writing and indicate the date on which the family is to make full payment of rent and other charges .

D. The Authority will impose a late charge of for rent payments made after the close of business on the day of the month, unless the family has been issued a WRITTEN authorization from the Authority for such lateness.

E. A charge of will also be assessed for checks returned for insufficient funds or account closed. If check is not honored by the day of the month, the rent will be considered unpaid and subject to the late charge.

F. If the family has a check returned for insufficient funds, all future payments must be made by money order or cashier’s check.

G. If the family fails to make payments by the day of the month and the Authority has not agreed to accept payments at a later date, a Notice to Vacate will be issued to the family on or after the of the month, demanding payment in full or the surrender of the premises.

H. If the family receives three (3) Notice to Vacate letters in any twelve (12) month period, a fourth (4th) such notice within that time period will be considered a serious violation and grounds for termination of the Lease.

I. If there is a good reason for an extension of time to pay the delinquent rent, the Authority may enter into an agreement with the family, which will

 1. Be in writing

 2. Be signed by both parties

 Require the family to make future rent payments in full not later than the

 day of the month during which they become due.

3. Specify the due dates and dollar amounts of periodic payments to be made toward settlement of the past-due balance.

J. No more than three (3) agreements will be granted in any twelve (12) month period. Receiving pay bimonthly is not a reason for a back rent agreement being granted.

K. Failure to reach an agreement, or failure of the family to abide by the terms of the agreement, will result in a fourteen (14) day written notice of lease cancellation to the family.

L. If the family contacts the Authority within the fourteen (14) day notice period and pays the past-due balance in full, the notice of lease cancellation will be rescinded in writing.

M. If the family does not contact the Authority during the fourteen (14) day notice period and does not pay the past-due balance in full, the Authority may file for eviction.

N. Once the eviction has been filed, no partial payments on past-due or current rent will be accepted from the family and eviction will be processed in accordance with Federal and state laws and the Lease terms.