

Shrewsbury Housing Authority

RENT COLLECTION POLICY

The Shrewsbury Housing Authority will vigorously pursue timely rent collection.

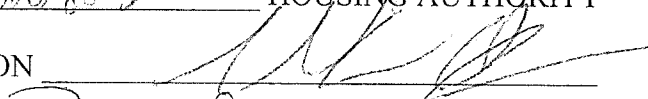
Specifically:

1. Rent is payable in advance on or before the first day of each month by personal check, money order, or certified bank check. *Optional: Cash will be accepted, but this payment method is discouraged. Cash payments must be made during authority office hours in hand to an office staff member, and will be immediately receipted. Such receipt will be signed by both tenant and office staff member, with copies to tenant and authority.* Rent may be paid at any time before the rent due date.
2. Rent received after 4 p. m. on any day is considered received on the next regular business day. Rent received on a weekend or holiday is considered received on the next regular business day.
3. The tenant may request a delay in rent payment not to exceed 7 days. Such request must be made in writing and be approved by the authority prior to the date that rent is due and will only be granted in extraordinary circumstances.
4. If all or any part of the monthly rent payment is received after 4 p.m. on the seventh of the month, then the unpaid rent shall be declared delinquent.
5. If any rent arrearage exists after the 30th day of any month, the authority will charge a \$25.00 late fee.
6. Except for households exempted by law (gold star mothers, veterans, and widows/widowers of veterans), any over-housed tenant who refuses to sign a new lease and move to a unit of appropriate size within 30 days of the LHA's Notice of Transfer, will thereafter be charged 150% of then current rent. The LHA will continue to collect the higher rent until such time that another appropriately sized unit becomes available AND the tenant signs a lease and agrees to move to the new unit.
7. The tenant shall be assessed a \$ 25.00 charge each time a check is returned for Insufficient funds. If 3 checks are returned for insufficient funds in any twelve-month period, personal checks will no longer be accepted for rental payments.
8. Misrepresentation, nondisclosure, or late disclosure of income, failure to report changes in household size, or other fraudulent acts which violate rent collection provisions in the lease, will result in immediate initiation of eviction proceedings. Any applicable interest accrues during periods of nonpayment. The authority will aggressively pursue collection of overdue rental monies.

9. If a tenant fails to pay all or any part of the rent by the seventh of the month, the authority will declare the rent delinquent and issue a Notice of Lease Termination/Notice to Quit. Before issuing such a Notice, except where the tenant is habitually delinquent in paying rent and has had an opportunity for discussion within the prior six months, the authority will provide the tenant with an opportunity to discuss the reason for nonpayment.
10. Upon expiration of the Notice to Quit, the authority will serve a Summary Process Summons and Complaint on tenant and file the action in a court of appropriate jurisdiction. If the authority prevails, the tenant will pay all expenses incurred by the authority as a result of the tenant's failure to pay rent. These costs include court filing fees, sheriff/constable costs, and moving/storage costs in eviction actions commenced on account of tenant's nonpayment of rent. If the parties execute an Agreement for Judgment, the authority will negotiate for tenant payment of all costs.
11. When management or a tenant properly terminates the lease, and tenant leaves between rent payment dates, the rental amount will be adjusted proportionally.
12. The tenant's lease and /or state regulations may contain additional provisions regarding rent payment and collection.

ADOPTED BY THE Shrewsbury HOUSING AUTHORITY

BOARD OF COMMISSIONERS ON


Paul Campaniello, Chairman

REGULAR MEETING OF THE SHREWSBURY HOUSING AUTHORITY

DATE: 10/13/2018

WHERE: Shrewsbury Housing Authority

TIME: 5:30 p.m.

BOARD MEMBERS PRESENT 5

VOTE Unanimous

Paul Campanella yes
Richard Ricker yes
Gayle Vigant yes
Kathy McSwaney yes
Bruce Pudea yes

CERTIFIED AS A TRUE AND CORRECT COPY OF A RESOLUTION ADOPTED
AT SAID MEETING FILE AND OF RECORD BY,

~~Karen Berger~~
Executive Director
10/13/2018