

RENT COLLECTION POLICY
(Part of Non-Standard Lease Provisions)

HOUSING AUTHORITY OF THE CITY OF FOND DU LAC

DATE ADOPTED: May 12, 2014

PURPOSE: The purpose of this policy is to establish procedures for the collection of rents.

POLICY REQUIREMENTS:

1. Rent is due by the first day of each month.
2. Collections:
 - a. Rent must be received at the Housing Authority's main office, 15 North Marr Street, Fond du Lac, WI 54935, or at the project sites on the pre-determined rent collection dates, no later than the fifth (5th) day of each month unless the fifth falls on a weekend or a Housing Authority holiday, in which case rent is due by 4:00 PM the next working day.
 - b. Rent must be paid by personal check, **cashier's check, direct deposit or money order made payable to the Housing Authority of the City of Fond du Lac or the project name** listed on the first page of the lease. Rent can be mailed or personally delivered to the main office or project site.

For the direct deposit program, the funds are transferred electronically into the Housing Authority's account and credited to the resident's bill on the fourth day of the month.

- c. Should a tenant issue a bad check to the Housing Authority, **all future payments must be made by money order or cashier's check.** If rent is paid by a personal check and the check is returned for insufficient funds, this shall be considered a non-payment of rent and will incur the late charge plus any additional charges that the bank charged the Housing Authority.
3. Unpaid rent becomes delinquent on the sixth (6th) day of the month. The Housing Authority shall take the following action if rent is not received by the fifth day of the month, or a partial rent payment agreement is not made:

A 5-day Notice to Vacate will be issued to the tenant. In addition, a \$ 20 late charge will be assessed to the tenant.

However, within the next twelve months, if the tenant fails to pay the rent as agreed, then the Housing Authority may give the tenant a 14-day termination notice for failure to pay rent. The Housing Authority does not have to give the tenant another chance to pay the rent to continue the tenancy.

4. Late fees:

A \$20 late charge will be assessed to each rent payment not received by the fifth day of each month.
5. At staff's discretion, the tenant may make a partial rent payment. This balance is due on the first day of the next month or eviction procedures will be initiated.

To qualify for partial rent payments the tenant must: (1) submit a written request to the Housing Authority; (2) receive staff consent to make a partial payment; (3) sign a Partial Payment Agreement with the Housing Authority.

6. Before eviction or any other action under this policy is taken, Housing Authority staff shall review the tenant's file and/or information submitted by the tenant to determine if extenuating circumstances exist which preclude the tenant from paying rent. However, the final decision whether to waive the eviction process or any other action under this policy will be made by Housing Authority staff.