

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

FOND DU LAC COUNTY HOUSING AUTHORITY

DATE ADOPTED: February 13, 2025

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 office, 235 Winnebago Street, N. Fond du Lac, WI 54937, 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 Fond du Lac County Housing Authority 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 unless the fourth day falls on a weekend or a Housing Authority holiday, in which case rent is electronically transferred the next working day.

c. Should a tenant issue a bad check to the Housing Authority, or the ACH fails to clear the bank, **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. If an ACH fails to clear the bank, the tenant will be charged late fees 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 30-day notice is issued to the tenant. The notice will include an itemized amount, separated by month of alleged rent owed by the tenant, any other arrearages allowed by HUD and included in the lease separated by month. The notice must state the date by which the amount of rent must be paid before an eviction in Small Claims Court for nonpayment of rent can be filed.

Tenants will be encouraged to pay the rent in full within 30 days to avoid Small Claims Court. The larger the amount owed, the harder it is for the tenant to pay it in full.

Tenants can examine any documents, including records and regulations, which are directly relevant to the termination of their tenancy at the office of the Housing Authority of the City of Fond du Lac during normal office hours. If requested, copies of these documents will be made at their expense.

They are entitled to meet with management in a private conference to review the file within 10 days after receiving the notice. The request for a private conference must be made in writing within 10 days.

Tenants' rent is based on their adjusted gross income. A tenant can request an interim reexamination to change their rent in accordance with the lease. Families can change from flat rent to income-based rent.

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.