

RENT COLLECTION POLICY

1. All tenants will be notified when they move in that their rent is due and payable in advance on the first (1st) day of the month.
2. All unpaid rents become delinquent on the 6th day of each month and unless a written extension is requested by the tenant and approved by the Executive Director, the tenant shall be served a 5-day notice to pay rent or vacate immediately thereafter.
3. A tenant may be given an extension beyond the 6th day for Reasonable Cause. However, the tenant must appear in person at the Management Office and request the extension, which if approved, will be given to the tenant in writing. The terms of the rent extension will be spelled out in writing and signed by both parties. If the rent is not paid on the date set forth in the extension, the tenant will be served with an eviction notice as soon thereafter as possible.
4. A Twenty-five-dollar fee to cover additional administrative costs as defined in the lease agreement will be added to any rents not paid by the 6th of the month or such later date set forth in an approved written extension.
5. A charge of twenty-five dollars will also be made for any check returned for non-sufficient funds.
6. Any Tenant who habitually disregards their obligation for payment shall be evicted. Any tenant who is late three times in a six-month period will receive a final notice.
7. A copy of this resolution shall be furnished to each tenant who is, or becomes, delinquent in their rent.

Resolution #17-296

Revised Oct. 2017

Revised May 2019

Algoma Housing Authority Request for Rent Extension

Name _____ Date _____

Unit _____ Reason for Request _____

Term of Extension: _____

Tenant Signature: _____

Office Use Only

Comments: _____ Approved: Y N

Executive Director _____ Date _____
