**Overview:**

The purpose of the Norton Housing Authority’s rent collection policy is to establish consistent procedures and guidelines to be applied to each and every tenant with respect to collection of rent, as well as to comply with the Department of Housing and Community Development’s regulations.

**Rent Payments:**

Resident shall pay rent monthly in advance on or before the first (1st) day of each month. Rent for any fraction of a month of occupancy at the beginning or end of a term shall be charged on a pro rata basis.

**Failure to Pay Rent:**

In the event that a Resident shall fail to pay any or all rent within seven (7) days of the due date, the Housing Authority shall declare unpaid rent delinquent and issue a fourteen day notice to quit. Prior to issuing said notice, except where resident is habitually delinquent in paying rent and has had a prior opportunity for discussion within the prior six (6) months, the Housing Authority shall provide the resident with an opportunity to discuss the reason for the late or non-payment of rent. Habitually late shall be defined as three late payments within the last six months.

In the event that tenant shall fail to pay all or any part of the rent within thirty (30) days of its due date, the Housing Authority shall impose a fee of $25.00 for failure to pay rent when due.

If resident shall have shown good cause for late payment to the Housing Authority and if the Housing Authority and the resident shall have entered a repayment agreement, the Housing Authority in its discretion may waive the interest or $25.00 fee. By charging interest or a penalty for late payment of rent, the Housing Authority shall not have condoned resident’s breach of resident’s obligation to pay rent and, the Housing Authority shall retain the right to issue a notice of termination of the lease, to bring eviction proceedings against resident and to collect arrearages, constable fees and costs on account of the resident’s failure to pay rent when due.

**Posting of Late Payments:**

Any rental monies paid by the resident shall be applied to the oldest month for which a balance is still owed.

**Application of Money Accepted:**

Any and all monies that are received for rent or use and occupancy shall be applied to past arrearages starting with the first month of delinquency and proceeding forward. This shall apply to all programs administered by this agency.

This policy was approved by the Board of Commissioners for the Norton Housing Authority on August 25, 2014 and re-approved on **October 13, 2015**.

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James Dinsel, Chairman