

**Great Barrington Housing Authority
Rent Collection Policy**

The Great Barrington Housing Authority will vigorously pursue timely rent collection.

- 1. Rent is due on the first of the month. Rent received after the close of business is considered received on the next regular business day.**
- 2. No cash payments accepted. Bank check, personal check, or money order only. Postdated checks are not accepted.**
- 3. If a tenant fails to pay the full rent by the 7th day of each month, the rent will be considered delinquent. A friendly rental reminder will be issued. The notice informs the tenant of the right to request an appointment with the Executive Director within (10 days) to discuss options to pay. The Executive Director can approve an in-house repayment agreement request if it is less than the resident monthly rent but no more than \$500**
- 4. If any month's rent remains unpaid after the 30th day of any month, the Authority may charge a \$25 late fee.**
- 5. The tenant may request a delay in rent payment not to exceed seven days. Such a request must be made in writing and be approved by the Executive Director.**
- 6. The tenant shall be assessed a charge each time a check is returned for insufficient funds; NSF fee is determined by the check learning bank which is passed on to the tenant.**
- 7. If the rent is not paid as agreed or per lease requirements a notice to quit (NTQ) for non-payment will be issued by the Authority. If the NTQ expires the Authority or property attorney will serve a summary process summons and complaint on the tenant and file, with action in the appropriate court. If the Authority prevails, the tenant will pay all expenses incurred along with rental due (court filing fees, sheriff/constable costs and moving/storage cost). If the parties enter into an agreement the tenant will be required to meet such an agreement.**
- 8. When the Authority or a tenant properly terminates the lease, and the tenant vacates the unit between rent payment dates, the amount of rent due will be adjusted proportionally.**
- 9. The tenant's lease and/or state regulations may contain additional provisions regarding rent payment and collection.**

Resident Signature:

Date:

Policy approved by the GBHA Board of Commissioners 7/6/23