

Housing Authority of the City of Frostburg Statement of Policy Governing the Collection of Rent

1. Rent shall be due and paid on the first of the month.
2. Additional rent in the amount of five percent (5%) of any amount due shall be assessed on the seventh day of any month at 9:00 a.m. if rent is not paid. If the seventh of the month falls on a weekend or holiday, late fees shall be assessed at 9:00 a.m. on the next working day.
3. Rent shall be accepted by mail or in person. Rent may be paid in the form of cash, money order or check for the exact amount owed. No cash shall be accepted by mail or through the mail slot.
4. A \$20.00 charge will be applied for any returned checks. The Housing Authority will no longer accept checks from any person who has had a check returned.
5. Charges for work orders will be billed to a resident's account the month after they have been incurred. Any money collected will first be credited to outstanding work orders, late fees and court costs. Any additional payments will be credited to rent due.

Statement of Policy Governing Non Payment of Rent

1. The Housing Authority shall issue a 14-day notice on the 7th of the month by mail to any household that has not made rental payment in full.
2. If payment has not been received at the end of the 14-day period, appropriate court papers will be filed for "***failure to pay rent.***"

Intervention Policy

1. After a family has received three court notices, within a twelve month period, the Housing Authority will notify the family in writing that additional court papers will be filed "***for right of redemption***". This means the Housing Authority will request possession of the unit and accept no additional payments.

RESOLUTION NUMBER 2011-11

In accordance with the Department of Housing and Urban Development be it resolved by the Board of Commissioners for the Housing Authority of the City of Frostburg to adopt the revised Policy governing the collection of rent

Housing Authority of the City of Frostburg

John O'Rorke, Chair

Date