



Rental Collection Policy

General Policies:

Rent is due on or before the 1st day of each month and is delinquent after the fifth calendar day of the month. If the fifth calendar day falls on a weekend or a holiday, rent must be paid in full by the close of business the day before, to avoid a late fee.

Excess utilities and other charges incurred by the tenant are due the fifteenth day after the notice of the charge is issued.

All payments received shall be applied to the oldest debt first.

No amount for outstanding rent or other charges shall be considered too small amount to issue a dispossession warrant.

Management reserves the right to waive late charges or to accept payments after the delinquency date for hardship cases as determined on a case by case basis.

Barring extenuated circumstances, a tenant will not be extended the opportunity to enter into multiple payment agreements for the purpose of paying rent after the deadline. As a general rule, the tenant will be restricted to the use of an agreement for the late payment of rent only two times.

All rent must be paid at the Housing Authority office.

The PHA will assess a \$29.00 charge to any tenant who presents an insufficient funds check.

Payments and Procedures after the Delinquency Date:

- A. The PHA will assess a late charge to all tenants on the delinquency date.
- B. Payments tendered by tenants after the delinquency date will be accepted by management provided all rent and other charges then due are paid in full. No partial payments will be accepted after the delinquency date.

Procedures on the Expiration of the Termination of the Dwelling Lease:

Crawfordville Property
301 Thompson Street
Crawfordville, Georgia 30631

Harlem Property
140 E. Milledgeville Road
Harlem, Georgia 30814

Thomson Property
219 Pecan Avenue
Thomson, Georgia 30824

Warrenton Property
PO Box 2
Warrenton, Georgia 30828

- A. No payments will be accepted after the expiration of the termination notice unless the tenant has made a request for late payment and delay of court action and said request is approved by the PHA management.
- B. Tenants are limited to only one late payment agreement per year as outlined above. Failure to make payments when due and before expiration of the dwelling lease termination, shall result in an issuance of a dispossessory warrant when all legal notices are final.

Retroactive Rent Charges:

Retroactive rent charges will be due and payable within 7 days of written notice unless arrangements are made prior to this day. Normally retroactive payments must be computed not to exceed a four (4) month pay off. If the amounts are large and the tenant will not be able to pay off the retro rent charge within four (4) months a repayment schedule may be established allowing a longer period.

Vacated Tenants with Balances:

Vacated tenants will have seven (7) days from the date of the statement of refund of security deposit and unearned rent to pay the amount or make arrangements for payment. After the expiration of this time period, vacated tenants that have delinquent accounts, shall be submitted to the magistrate for collection.

Dispossessory Warrants Issued for the Second Time:

If a tenant has a dispossessory warrant for non-payment of rent issued against them a second time within a twelve-month period, tenant will be required to vacate the premises. This action does not relieve the amount owed. The tenant will be required to pay any balance owing plus cost.

Resident

EGHAP Personnel

Date

Date