

**THIS POLICY APPLIES TO ALL TENANTS**

As stated in your signed lease, full rent payments are due on or before the 1st day of each month. Your account is considered delinquent if your FULL account balance is not paid. **WE DO NOT ACCEPT CASH.**

As a courtesy, we will allow tenants to pay the full rent by the close of business on the 6<sup>th</sup> day of the month to avoid a late fee. There are **no** additional days granted if the 6<sup>th</sup> day of the month falls on a weekend, or if there is a holiday prior to the 6<sup>th</sup>. Payments that are mailed with a post office postmark (**not the date of the check**) on or before the 6<sup>th</sup> day of the month will not be charged a late fee. Payments received that are requested to be held until after 6<sup>th</sup> are not considered paid prior to the due date. Balances owed as the result of a change in a subsidy allocation is the tenant's responsibility. **OFFICE HOURS ARE: MONDAY-FRIDAY, 8 AM to 5 PM.**

If any check is returned for non-payment because of insufficient funds or any other reason, tenant will be charged a returned check charge of \$25, any additional bank fees, and a late payment charge.

A **\$40 Late Fee** will be applied on the 7<sup>th</sup> of the month, if the tenant rent amount is not paid in full by the close of business on the 6<sup>th</sup> day of the month.

**Example of Additional Charges – payment is due upon receipt.**

Charge	Business Hours	After Hours
Per Incident	8am-5pm weekdays	5pm-8am, weekends, holidays
Lock change – 1 door	\$50	\$75
Lock change – 2 doors	\$75	\$100
Lockout – request staff to let tenant into unit	\$25	\$50
Sewer Cleanout – other than normal cleanout	\$90	\$115

City Code Violations will be billed to the tenant for payment.

A move-out report will be given to tenant outlining all damages and cleaning charges.

All inquiries regarding rent payments, late fees, charges, or account balances are to be directed to the Finance Manager, Lisa Montgomery.

\_\_\_\_\_  
Head of Household Signature                      Date

\_\_\_\_\_  
Co-Head of Household    Date

\_\_\_\_\_  
Housing Specialist/Property                      Date