

METHUEN HOUSING AUTHORITY

RENT COLLECTION POLICY

1. Rent is payable in advance and due on the first (1st) day of each month. Payable by personal check, bank check, money order or electronic bank transfer (ACH). Electronic bank transfer of Rent is withdrawn from Resident's bank account on the 5th of the month. **NO CASH IS ACCEPTED.**
2. Rents received on a weekend or holiday is considered received on the next regular business day.
3. Effective November 1, 2021, new residents are **required** to sign up for Electronic Bank Transfer (ACH) upon entering our Public Housing Program. An exception will be granted in the event the new resident does not have a bank account.
4. The MHA will issue a delinquent rent reminder letter in the event the resident fails to pay all or any part of the rent within seven (7) days of its due date.
5. The resident may request a delay in rent payment not to exceed seven (7) days. Such request must be made in writing and be approved by the authority prior to the date that rent is due and will only be granted in extenuating circumstances.
6. In the event any payment of rent made via a personal check, or electronic bank transfer which is not honored by the bank upon which it is drawn, whether the payment is returned for insufficient funds (NSF) or any other reason, will incur an additional return bank fee of \$10.00.
7. In the event a second payment is not honored in any 12-month period by the bank upon which it is drawn, then all future payments of personal checks and electronic bank transfers will no longer be accepted for the following 12 months and shall be made by money order or cashier's check.
8. In the event a resident fails to pay all or any part of the rent by the 15th day of the month, the authority will declare the rent delinquent and will issue a 14- Day Notice to Quit. Prior to issuing such a Notice, except where the tenant is habitually delinquent in paying rent and has had a prior opportunity for discussion within the prior six months, the authority will provide the tenant with an opportunity to discuss the reason for the nonpayment. At the conference the Housing Manager will offer a re-payment agreement to the tenant for the balance. In the event the re-payment is not accepted, a fourteen (14) day notice to quit will be issued.

9. **State Public Housing Residents:** In the event the Resident fails to pay all or any part of the rent within thirty (30) days of its due date, MHA will impose a fee in the amount \$25.00 for failure to pay the rent when due. If the rent balance amount is less than \$10.00, MHA shall not impose the \$25.00 late fee and will send a rent balance letter requesting the balance to be added with the next month's rent.
10. **Jade Street Residents:** In the event the Resident fails to pay all or any part of the rent by the 5th calendar day of the month MHA will impose a fee in the amount **\$30.00** on the 6th calendar day of the month for failure to pay the rent when due. If the rent balance amount is less than \$10.00, MHA shall not impose the \$30.00 late fee and will send a rent balance letter requesting the balance to be added with the next month's rent.
11. MHA may issue a Notice of Termination of Lease which may include a 30-Day Notice to Quit for Residents who have a history of habitually late rent payments.
12. A copy of the 14 Day Notice to Quit and or 30-Day Notice to Quit, is forwarded to the Authority's Attorney and a copy is placed in Residents' file. Once a copy is placed in Resident's file, it becomes a legal document and cannot be withdrawn.
13. At the expiration of the 14-Day Notice to Quit and or 30-Day Notice to Quit, Management shall contact the Attorney to prepare a Summary Process, Summons and Complaint. The Attorney will file with the Northeast Housing Court. Tenant will pay all expenses incurred by the authority as a result of the tenant's failure to pay rent including court filing fees, reasonable attorney fees, sheriff/constable costs, and moving/storage costs in eviction actions commenced on account of such nonpayment of rent.
14. It is the Manager's responsibility to monitor the complete process.

Approved by the Board: 10/12/2021