

BILLERICA HOUSING AUTHORITY RENT COLLECTION POLICY

All rents are due by the first day of the month unless other prior agreements have been made. Cash payments and credit card payments are not accepted. Tenants who have not paid their rent by the first business day after the 5th of the month may be contacted requesting prompt payment.

If the tenant fails to pay all or part of the rent by the 7th day of the month, and no previous arrangement has been made to pay the rent, the BHA will declare the rent delinquent. Prior to issuing a notice for delinquent rent, except where the tenant has been habitually delinquent in paying rent and has had an opportunity for discussion within the past 6 months, the BHA may provide the tenant with an opportunity to discuss the reason for the non-payment. Tenants that are delinquent with rent may be asked to enter into a written repayment agreement.

If by the 15th of the month the tenant still has an outstanding balance and no reasonable repayment schedule has been agreed upon by the tenant and/or tenant's authorized representative, the BHA will proceed with termination and a Notice to Quit will be issued. If an agreement is entered into and not followed, the BHA will proceed with termination and a Notice to Quit will be issued.

Upon expiration of the Notice to Quit, the BHA will serve a Summary Process Summons and Complaint to the tenant and file the action in a court of appropriate jurisdiction. The tenant will be responsible to pay all expenses incurred by the BHA as a result of the tenant's failure to pay rent including court filing fees, sheriff/constable costs and moving/storage costs in eviction actions commenced on account of such non-payment.

The tenant will be assessed actual charges incurred by the BHA for any checks returned for insufficient funds. If two checks are returned for insufficient funds within a 12- month period, personal checks will no longer be accepted.

The tenant's lease and/or state regulation may contain additional provisions regarding rent payment and collection.

Approved by the Billerica Housing Authority Board of Commissioners on August 4, 2022