

MIDDLEBOROUGH HOUSING AUTHORITY

Rent Collection Policy

1. **PURPOSE**: The purpose of the Middleboro Housing Authority's (MHA) rent collection policy is to establish consistent procedures and guidelines to be applied to each and every tenant with respect to collection of rent, as well as to comply with the state (DHCD) and the federal (HUD) Regulations.
2. **RENT PAYMENTS**: Tenant shall pay rent monthly in advance on or before the first day of each month. Any monies paid by the tenant shall be applied to the oldest debt for which a balance is still owed. Rent for any fraction of a month of occupancy at the beginning or end of the lease term shall be charged on a pro rata basis.

All rent checks shall be deposited on the day they are received at the MHA office; tenants must ensure the funds are in their account before submitting their rent check or so as not to incur additional bank and MHA returned check charges. MHA shall not accept nor hold any post-dated checks - any post-dated check shall be returned to sender.

All automatic withdrawals of rent amounts from tenant's checking accounts will be made between the 4th and 7th of each month. All tenants wishing to have their rent withdrawn from their account must submit a voided check to MHA at least one month prior to the start of the automatic withdrawal.

3. **FAILURE TO PAY RENT**: If resident fails to pay any or all rent due by the seventh (7th) day of the month, the Middleborough Housing Authority shall notify the tenant of the unpaid rent. The notice shall provide the tenant with an opportunity to discuss the reason for the delinquency. If the tenant fails to bring their rent current or to sign a MHA in-house repayment agreement by the end of that month, court action will be initiated. (See the Repayment Agreement Policy for full guidelines and terms)

In the event that the tenant shall fail to pay all or any part of the rent within thirty (30) days of its due date the Middleborough Housing Authority will charge a late fee penalty of \$25.00. In addition, the MHA may charge interest in accordance with applicable laws and within the terms of the lease. The Middleborough Housing Authority will issue a written notice of termination of lease and money judgment, consistent with the terms of the lease and the Department of Housing and Community Development regulations. No Grievance Hearing is permitted

If tenant shall have shown good cause for late payment to the MHA and if the MHA and the tenant have entered a repayment agreement, the MHA in its discretion may waive the interest or \$25.00 late fee. By charging interest or a penalty for late payment of rent, the MHA shall not have condoned tenant's breach of tenant's obligation to pay rent and, the MHA shall retain the right to issue a notice of termination of the lease to bring eviction proceedings against tenant and to collect arrearages, constables fees and costs on account of the that tenant's failure to pay rent when due.

WRITE OFF POLICY

Subsequent to six (6) months and all efforts have been exhausted to recoup monies, the Middleborough Housing Authority will write off the balance owed after discussion and review with the fee accountant. An IRS form 1099C will be issued for the amount.

References—760 CMR 6.04(3)

Approved: May 9, 2002
Revised: March 20, 2019
Reviewed: March 19, 2025