

## **Medfield Housing Authority**

30 Pound Street  
Medfield, MA 02052  
Phone -1-508-359-6454  
Fax – 1-508-359-7961

### **RENT COLLECTION POLICY**

According to the lease provisions, residents have until the fifth of each month to pay their rent.

If the rent has not been received by the time, a reminder is sent out. Usually this prompts immediate payment and profuse apologies. However, if the rent is still not paid, then contact is made by telephone, if possible or by registered mail, asking that the tenant come in for a meeting to discuss the overdue rent.

Should there be extenuating circumstances as to why the rent has not been paid, then an agreement is drawn up with a timetable for payment until the outstanding balance has been repaid.

A late fee charge of \$25.00 is automatically generated if a payment is received after the 15<sup>th</sup> of the month.

If an outstanding balance remains with no attempt at repayment then eviction proceedings are begun.

**Approved by the Board of Commissioners by unanimous vote of 4-0-0.**

Approved June 9, 2015