



Holbrook Housing Authority Rent Collection Policy

I. Purpose: The Holbrook Housing Authority Rent Collection Policy is designed to clearly describe the acceptable methods of payment for tenant rents and to lay out the rules and responsibilities of both Tenants and Holbrook Housing Authority (HHA).

II. Due Date: Tenant rents are due and payable on the first (1st) day of each month. Payment coupons will be issued to the tenant for the purpose of identifying their payment and must accompany all payment methods other than Direct Withdrawal.

III. Acceptable methods of Rent Payment: There are two (2) methods available for tenants to pay rent to HHA:

a. **Direct Withdrawal** of rent from the tenants account on the 4th day of each month. If the 4th falls on a weekend or holiday the Direct Withdrawal will occur on the next business day. Authorization forms are available from the Property Managers

b. **Mail a Check or Money Order to:** The Holbrook Housing Authority address for mailing payment is:

Holbrook Housing Authority
P.O. Box 1034
Medford, MA 02155-0011

Please note: Payment Coupons must be included with payment in order to receive credit.

Tenant payments are not accepted at any Holbrook Housing Authority Administrative Offices.

IV. Past Due Rents - Rent is considered late if not received as of the 5th of the month. The Property Manager shall take all steps necessary to ensure timely payment of rent.

V. Late Payment & Other Fees – a fee in the amount set by applicable state or federal statute will be applied to any tenant account that is still unpaid after 30 days. Additional action including but not limited to Eviction Proceedings will follow if rent is not paid. Holbrook Housing Authority will apply a fee of \$25.00 to the account of any tenants whose



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check/money order bounces or any direct withdrawal that is rejected.

Other Fees for HHA maintenance services or property damage may apply. These fees can also be paid using the payment coupons and should be either mailed to the HHA Post Office Box above . HHA Administrative Offices cannot accept tenant payments for any service.

VI. Collections – Holbrook Housing Authority will take steps to collect back rent, any fees or charges for damages or any other fees incurred by the tenant including placing the debt with a contracted collection agency.



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