



## **SALEM HOUSING AUTHORITY RENT COLLECTION POLICY**

The Salem Housing Authority will vigorously pursue timely rent collection.

Specifically:

1. Rent is payable in advance on or before the first day of each month by personal check, money order or certified bank check, which must be mailed to the lock box of the Salem Housing Authority. Rent may be paid at any time before the rent due date. Cash will be accepted, but this payment method is discouraged.
2. Rent received on a weekend or holiday is considered received on the next regular business day.
3. The tenant 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 extraordinary circumstances.
4. If two (2) checks are returned for insufficient funds in any twelve month period, personal checks will no longer be accepted for rental payments.
5. Misrepresentation, nondisclosure, or late disclosure of income, failure to report changes in household size, or other fraudulent acts which violate rent collection provisions in the lease, will result with the authority aggressively pursuing collection of overdue rental monies and initiate eviction proceedings when necessary.
6. If the tenant fails to pay all or any part of the rent by the seventh of the month, the Public Housing Administrator will issue a delinquent reminder letter.
7. If a tenant fails to pay all or any part of the rent by the twenty-first day of the month, the authority will declare the rent delinquent and issue a Notice of Lease Termination/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 Public Housing Administrator either signs a re-payment agreement with the tenant for the balance or issues a fourteen (14) day notice to quit.

8. In the event that the Tenant fails to pay all or any part of the rent within thirty (30) days of its due date, the authority will impose a fee in the amount of \$25.00 for failure to pay rent when due.
9. Upon expiration of the Notice to Quit, the authority will serve a Summary Process Summons and Complaint on tenant and file the action in a court of appropriate jurisdiction. 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.
10. When management or a tenant properly terminates the lease and tenant leaves between rent payment dates, the rental amount will be adjusted proportionally.
11. The tenant's lease and/or state regulations may contain additional provisions regarding rent payment and collection.

**Adopted by the SHA Board of Directors: 10/27/03**  
**Amended: 06/09/10**  
**Amended: 12/13/17**



John A. Boris, Chairman  
Frank J. Milo, Vice Chairman  
Peter K. Strout, Second Vice Chairman  
Maureen Call, Treasurer  
  
Carol A. MacGown, Executive Director

EXTRACT FROM THE MINUTES OF THE  
REGULAR MEETING OF THE BOARD MEMBERS OF THE  
SALEM HOUSING AUTHORITY HELD ON  
WEDNESDAY, DECEMBER 13, 2017 AT 6:00 P.M.

The BOARD MEMBERS of the SALEM HOUSING AUTHORITY met in a REGULAR MEETING at the office of the Authority, 27 Charter Street in the City of Salem, Massachusetts on WEDNESDAY, DECEMBER 13, 2017 at 6:00 P.M., the place, hour, and date duly established for the holding of such meeting.

The meeting was called to order at 6:00 p.m. by John A. Boris, Chairman and upon a roll call, the following answered present:

Present

Maureen Call  
Frank J. Milo  
John A. Boris

Absent

Peter K. Strout  
(Vacant Seat)

Also Present: Carol MacGown and Anne Cameron

The Chairman declared a quorum present.

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MOTION

The following resolution was introduced by John A. Boris, Chairman, read in full, and considered:

Maureen Call moved to accept the Salem Housing Authority Rent Collection Policy as amended. Frank J. Milo seconded the motion and the vote was as follows:

Ayes

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Nays

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The Chairman thereupon declared the motion carried.

