

NORTH WILKESBORO HOUSING AUTHORITY

RENT COLLECTION POLICY

A. Due Date of Payment

Rent payment, and other charges if applicable, are due and payable in advance, without notice, on or before the first (1st) day of each month. **A resident's account will be delinquent if payment in full is not received by the Authority by the close of business on the seventh (7th) calendar day of the month.** If the 7th calendar day falls on a Saturday or Sunday, or a legal federal holiday, the next business day will be deemed the 7th day.

B. Form of Payment

Rent payments and other charges shall be paid with a Money Order or Certified Check made payable to:

North Wilkesboro Housing Authority or NWAH

We also offer automatic draft from your checking account if interested we will provide you a form to complete and return to us.

Cash payments will not be accepted. Payments may **be made at the** North Wilkesboro Housing Authority **office** located at 101 Hickory Street, or **placed in the drop box** in the Skyview Village Development at the Maintenance Warehouse located at 307 ½ J Street, **or mailed** to P. O. Box 1373, North Wilkesboro, NC 28659.

C. Late Charge(s)

A late charge of \$15.00 shall be assessed on all Tenants whose rent payment is not received at the close of business on the fourteenth (14th) calendar day of the month for which the rent is due.

D. Failure to Pay

If a tenant fails to pay the rent, and other charges if applicable, by the due date, the Housing Authority will send a Notice of Termination for Nonpayment of Rent (a 14 calendar day notice) stating the Authority's intention to institute court proceedings at the expiration of the notice for possession of the premises.

E. Court Proceedings

In the event a tenant is sent a Notice of Termination for Nonpayment of Rent, the North Wilkesboro Housing Authority will follow Sections XII and XIII, of the dwelling lease, for Termination of Tenancy and Eviction. A Complaint In Summary Ejectment will be filed with the Clerk of Court of Wilkes County, North Carolina, on the first business day following the date the termination notice is up demanding judgment for the property against defendant, and/or, for

a reasonable attorney fee (if applicable) and judgment for rent and other charges due, plus court costs.

In cases where judgment is in favor of the Housing Authority, and the defendant appeals this judgment, the defendant will be required to pay rent, from the date of filing, to the court pursuant to applicable state law.

F. Collection Loss

When a tenant vacates owing the Authority monies for rent, damages, or expenses, the Authority will send the tenant a Statement of Refund of Security Deposit and Unearned Rent showing the balance due. The amount owed will be due to the Authority thirty days from the date of the Statement. The unpaid balance will be reported to Tenant PI and entered into the EIV system. A tenant cannot apply for subsidized housing as long as the balance has not been paid. At the end of the Authority's fiscal year, any unpaid balances from tenants who have moved out will be written off as a Collection Loss. If the former tenant pays the balance due, the amount for money owed will be removed from Tenant PI and the EIV system.

G. Miscellaneous Comments

1. WE DO NOT ACCEPT PARTIAL PAYMENTS.
2. WE DO NOT ACCEPT CASH PAYMENTS FOR RENT AND OTHER CHARGES. If you need to purchase a parking sticker, \$1.00 will be accepted for the parking sticker only.
3. PAYING YOUR RENT ON TIME WILL SAVE YOU MONEY!!!!
4. If you have a problem with payment, contact us as soon as possible... don't wait until the last day.
5. Rent payments made after the 8thth day of the month must include the late charge.
6. Tenants **must give a 14-day notice to vacate**. This means you will be charged 14-days rent regardless of moving out prior to the 14-day notice.
7. **To stop rent charges, a tenant must turn in a 14-day notice and keys to the office. If no keys are turned in, there will be additional charges.**
8. NOTE: Chronic late payments are grounds for termination of your lease pursuant to Section IV. KK of your lease.
9. Court costs are expensive: Currently \$126.00 plus \$30.00 additional for each person over age 18 on the lease in Wilkes County. This is subject to change. It will always be based on the amount the Clerk of Court charges.
10. After court, NWA has the option of possession of the apartment or accepting payment from the tenant. The tenant has ten days after the court date to pay the rent plus court costs or vacate the unit.

11. On the 11th day, if payment has not been received or keys turned in, a Writ of Possession will be issued and in seven (7) days an officer of the court will be sent to the residence and locks will be changed. If all items have not been removed, tenant has ten (10) days to call the office and set up a time for the maintenance staff to meet them at the unit to unlock it and allow them to remove their personal items. Maintenance staff will only unlock the unit from 8:00 a.m. to 4:30 p.m. Monday through Friday.

Tenant

Date