

FRAMINGHAM HOUSING AUTHORITY

RENT COLLECTION POLICY

1. Due date.

Rents are due and payable on the first day of each month.

2. Notice of delinquent rent.

If rent is unpaid by the fifth of the month, tenants will be advised of the delinquency with a fourteen-day notice sent by both certified and regular mail or delivered in hand or served by a constable.

3. Summary process hearing.

If rent is still unpaid after the 14 days are over, the fourteen-day notice shall be forwarded to the Authority Attorney for an appearance at a summary process hearing in court. The summary process date shall be delivered to the tenant by the constable. At the summary process hearing, the tenant may make an agreement approved by the Authority with the Authority Attorney, and the agreement shall be submitted to the court. If the tenant does not appear at the hearing, a default will be entered into court for possession of the unit and a Rule 10 filed. The tenant may appear before the court to plead the case of nonpayment.

4. Hardship Cases.

The Executive Director may, in his sole discretion, make exceptions to the policy in the case of a demonstrated and documented hardship where the tenant has made acceptable arrangements for a schedule to meet the current rental and payments on the arrearage as they continue to meet their obligations under the schedule.

5. Methods to secure payment.

Delinquent rent shall be deducted from any payments due to the former tenant. If the delinquency exceeds the amount of payment owed by the tenant, the following means will be used to secure payments: the Authority's Attorney will contact persons if possible and small claims will be started. If the Authority is unable to collect or locate the tenant, all proceedings will be turned over to the collection agency.

() 6. Writeoffs.

The accounts of vacated tenants which remain uncollectible after all means of collection have failed shall be written off the accounts receivable as collection losses. However, a record of all write-offs shall be maintained at the Authority, in the event that future collection is possible.

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