

Luna Pier Housing Commission

Rent Collection Policy

Listed below is the procedure followed by the Luna Pier Housing Commission regarding the payment of rent and delinquent rent. The firm stand we take on rent payment is essential to successful continuation of our low-rent program.

1. Rent is due the first of each month. Rent can be paid by money order, personal check, cashiers check or certified check.
2. Rent must be paid the first of the month, but certainly no later than the fifth of the month.
3. Rents received after the fifth of the month, will be considered past due and a \$25.00 late charge be applied to your account. If the 5th of the month falls on a Saturday, Sunday or a Holiday, the tenant must pay rent by the end of the next business day to avoid the late fee.
4. On the 6th day of the month, the Office Manager will send a legal 14-day notice reminding you to pay your rent.
The amount will include the \$25.00 late fee. This \$25.00 fee must be paid at the same time as the past due rent.
5. If rent is still not paid after the 14 day notice, the Office Manager will submit to the attorney the 14-day notices to proceed with the filing of non-payment of rent. The tenant is responsible for all court costs.
Payment must now be paid by money order or certified check only. Only full payments will be accepted.

Court Date to Possession:

The court will indicate the amount of judgment and the date of possession. If the resident has not paid rent by the end of the business day listed on the judgment, the Director is not required to accept any payment after that date.

Payment must now be paid by money order or certified check only.

Late Payment/Non-Renewal of Lease:

If a tenant pays rent late two (2) times in a twelve (12) month period, a warning letter will be sent to the tenant indicating that additional late payments may be cause for immediate termination for non-compliance of the lease.

NSF Checks:

Once a tenant submits a check that is returned for non-sufficient funds, no further rent payment may be made by personal check for one year. The \$25.00 late fee will be added to your account and is due when the rent payment to cover the NSF is made.

Extenuating Circumstances:

If the tenant feels there are extenuating circumstances beyond his/her control, which effect the prompt payment of rent, then it is the tenant's responsibility to contact the Management Office immediately, to explain those circumstances. If the tenant has a legitimate excuse, eviction may be forestalled by the execution of a formal repayment agreement.

Vendor Payments:

All tenants who elect to have the State of Michigan send their rent directly to the Luna Pier Housing Commission, will be exempt from the late charge. However, if a tenant stops vendor payment, he/she will be responsible for the payment of rent as described above.

Back Rent Charge:

It is the policy of the Luna Pier Housing Commission that when it is determined that a resident has underpaid a rental obligation, due to the resident not providing all required income and asset information, the correct rent will be recalculated and the resident will be responsible for the entire balance due. In the event the resident is unable to pay the balance in full, a repayment agreement may be entered into, provided it does not exceed a period of one year.

Tenant

Apt. #

Date
