**HARVARD HOUSING AUTHORITY**

**Rent Collections Policy**

**(Excerpt from Harvard Housing Authority Lease Agreement)**

The amount of rent is due on the first day of each month at the Harvard Housing Authority office and shall remain in effect until adjusted in accordance with the provisions of the lease. If a reasonable accommodation on where to pay rent is needed, other arrangements can be made.

If a resident fails to make the rent payment by the tenth day of the month, a notice to vacate will be issued to the resident. A $25 late charge or a $1 a day late charge will be assessed to cover the added costs or a rent payment received after the tenth day of the month, whichever is greater. A check returned for non-sufficient funds should be considered non-payment of rent and in addition to the late charge a $10 returned check fee would be charged.

If a family is paying the minimum rent and its circumstances change creating an inability to pay the rent, the family may request suspension of the minimum rent because of a recognized hardship.

In the event legal proceedings are required to recover possession of the premises, the resident will be charged with the actual cost of such proceedings.