

# CAIRO HOUSING AUTHORITY

## RENT COLLECTION POLICY

THE FOLLOWING RENT COLLECTION POLICY SHALL  
GOVERN FOR THE CAIRO HOUSING AUTHORITY

1. Rents are due and payable on the first (1<sup>st</sup>) day of each month, but no later than the tenth (10<sup>th</sup>) calendar day of the month. Late rent is to be received by 10:30 AM on the tenth (10<sup>th</sup>) calendar day.
2. If the Tenant's rent payment cannot be made on or before the first of the month, it is the Tenant's responsibility to contact the Exec. Director of the Housing Authority prior to the first of the month to request an extension of the due date. If the Exec. Director agrees to the extension, a written agreement will be signed by the Tenant indicating the date which the Tenant will make full payment of the rent due. A maximum of three extensions can be granted annually in the event that an agreement is made before the 10<sup>th</sup> of the month, late fees will be waived.
3. Any rent payment made after 10:30 AM on the 10<sup>th</sup> day of the month shall be considered delinquent. All delinquent accounts shall be assessed a penalty fee of \$20.00. If the rent and penalty are not paid, an Eviction Notice will be issued on or about the (12<sup>th</sup>) day of the month demanding payment in full or surrender the premises within legal time requirements. IN THE EVENT THAT THE TENTH OF MONTH FALLS ON A DAY WHEN THE OFFICE IS CLOSED, RENT WILL BE ACCEPTED WITHOUT PENALTY ON THE FIRST DAY THE OFFICE IS OPEN FOLLOWING THE TENTH.  
If payment is not made or the premises surrendered, a required, legal proceeding will be instituted for possession of the dwelling.

ANY DEVIATION FROM THE ABOVE POLICY MUST BE APPROVED IN WRITING FROM THE EXEC. DIRECTOR. RETURNED CHECKS WILL BE SUBJECT TO LATE CHARGES AND CHECK ACCEPTANCE WILL NOT BE ALLOWED FOR A 6-MONTH PERIOD OF TIME.

OFFICE HOURS: Monday & Friday evenings 5:30pm-9:30pm and by  
appointment  
(EXCEPT HOLIDAYS)