

APRIL 18, 2008

**NOTICE:** TO ALL RESIDENTS OF THE HOUSING AUTHORITY OF THE COUNTY OF GREENE

**FROM:** LOIS A MOCNIAK, EXECUTIVE DIRECTOR

**SUBJECT:** RENT PAYMENT POLICY & STANDARD PAYMENT AGREEMENT TERMS

**The HOUSING AUTHORITY OF THE COUNTY OF GREENE intends to make modifications to the Rent Payment Policy and Standard Payment Agreement Terms:**

**1. Rent Payment Policy**

- a. **Section G1.0 Payment of Rent-eliminate paragraph 2. (This will eliminate future requests for an Amendment to the lease which extends payment of rent to any other date.**
- b. **Section G1.1 Delinquent Rent-paragraph 3. (This will change the amount of times an amendment may be delinquent. If any existing amendment is delinquent two (2) times in a 6 month period, the Amendment to lease will be considered void and the due date for Resident's rent will revert back to the first (1<sup>st</sup>) day of each and every month.**
- c. **Section G1.3 Payment Agreements-eliminate the entire section and replace with the following:  
A Resident may request a Payment Agreement which would allow an outstanding balance to be paid in installments each month along with their monthly rent.  
Requests for a Payment Agreement must be made in writing on the prescribed form furnished by the Housing Authority.  
To request a payment Agreement the Resident must first establish a good payment record with the Housing Authority. A good payment record shall mean payment of rent and other charges on time for the prior 6 months.  
A Payment Agreement may be voided when two scheduled payments are missed or late. If a Payment Agreement is voided, a request for a new agreement will not be accepted until the resident establishes a good payment history.  
In addition to the payment Agreement amount the monthly rent and any additional charges are to be paid on or before the due dates.  
If circumstances change, due to a change in income, etc. a request to change the existing dates can be submitted in writing to the Housing Authority office prior to the date of the next scheduled payment.**

**2. Standard Payment Agreement Terms**

- a. **To revise the existing payment Terms to be more flexible.**

**Copies of the proposed Rent Payment Policy and Standard Payment Agreement Terms in its entirety can be obtained at the main office, 170 East Greene Street, Waynesburg, PA.**

**To ensure compliance with HUD regulations, the Housing Authority of the County of Greene is providing all residents an opportunity to comment, in writing, on the proposed changes, which have an effective date of June 1, 2008. The Housing Authority prior to formal adoption will take all comments received by May 20, 2008 into consideration.**

## PAYMENT AGREEMENTS

A Resident may request a Payment Agreement which would allow an outstanding balance to be paid in installments each month along with their monthly rent.

Requests for a Payment Agreement must be made in writing on the prescribed form furnished by the Housing Authority.

To request a payment agreement the Resident must first establish a good payment record with the Housing Authority. A good payment record shall mean payment of rent and other charges on time for the prior 6 months.

A Payment Agreement may be VOIDED when two scheduled payments are missed or late. If a Payment Agreement is VOIDED, a request for a new agreement will not be accepted until the resident establishes a good payment history.

In addition to the Payment Agreement amount the monthly rent and any additional charges are to be paid on or before the due dates.

If circumstances change, due to a change in income, etc. a request to change the existing dates can be submitted in writing to the Housing Authority office prior to the date of the next scheduled payment.

Any deviation from the above will be at the discretion of the Executive Director.

## STANDARD PAYMENT AGREEMENT TERMS

EFFECTIVE 6/1/2008

<u>Amounts Owed</u>	<u>Terms</u>
Up to \$199.00	Payments shall be made in 2 - 4 monthly installments to be paid on or before the 10 <sup>th</sup> of each month.
\$200.00 - \$399.00	Payments shall be made in 2 - 4 monthly installments to be paid on or before the 10 <sup>th</sup> of each month.
\$400.00 - \$599.00	A down payment of 33% of the total shall be made the first month, thereafter payments shall be made in 3 – 6 monthly installments to be paid on or before the 10 <sup>th</sup> of each month.
\$600.00 - \$799.00	A down payment of 25% of the total shall be made the first month, thereafter payments shall be made in 4 – 8 monthly installments to be paid on or before the 10 <sup>th</sup> of each month.
\$800.00 - greater	A down payment of 20% of the total shall be made the first month, thereafter payments shall be made in 4 – 8 monthly installments to be paid on or before the 10 <sup>th</sup> of each month.

In addition to the above the regular monthly rent and other charges must be paid by the 10<sup>th</sup> of each month.

Any deviation from the above will be at the discretion of the Executive Director.

## TERMS AND CONDITIONS OF A PAYMENT AGREEMENT

You may request a Payment Agreement, which would allow an outstanding balance to be paid in accordance with the Standard Payment Agreement Terms. Payments shall be made in installments each month along with your monthly rent.

In order to be eligible for a Payment Agreement you must first have a good payment record with the Housing Authority. A good payment record shall mean payment of rent and other charges on time for the prior 6 months.

You will be notified in writing if your request for a Payment Agreement has been approved or disapproved. If approved you will receive a Payment Agreement in the mail that you will be required to sign, date and return to the office within 5 working days.

If circumstances change, due to a change in income, etc. a request to change the existing dates can be submitted in writing to the Housing Authority office prior to the date of the next scheduled payment.

Your Payment Agreement may be VOIDED when two scheduled payments are missed or late. If a Payment Agreement is VOIDED all of the unpaid amounts will become due and payable by the 10th of the following month.

I \_\_\_\_\_ am requesting a Payment Agreement for the following amount: \$\_\_\_\_\_.

<p>OFFICE USE</p> <p>This request has been reviewed by _____</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved</p> <p>If disapproved, please explain. _____</p>
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