

**GRAND RAPIDS HOUSING COMMISSION**  
**Rent Collection Policy**

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The housing sites of the Grand Rapids Housing Commission have been developed to provide decent, safe, and sanitary housing at an affordable rate for low income persons in Grand Rapids. It is important that everyone realize that this program neither provides free rent to anyone, nor can it house anyone who is chronically delinquent in rent payments. Therefore, the following Rent Collection Policy will take effect March 1, 1998, and will be strictly followed. Please read its provisions carefully to avoid costly and embarrassing situations.

1. All rents are due and payable on the **first day of each month**, as specified in your lease.
2. Tenants who receive public assistance such as ADC and receive their funds after the first of the month may sign up for direct vendor payment through the Department of Social Services provided that the rent is paid one month in advance in accordance with lease provisions. If you choose not to use this option, your rent will be due and payable on the first day of the month.
3. If rent is not paid by the 5<sup>th</sup> of each month, a \$5 late charge will be added to your account and you will be charged a dollar a day for each day the rent is not paid and you will be given a fifteen (15) day notice to pay the full amount due or vacate the premises.
4. If you fail to pay the full amount of rent due within the fifteen day period as stated in the notice, the Housing Commission will proceed with court action seeking eviction. The Housing Commission will seek not only an Order evicting you, but also a Judgment for payment of all rents and costs of litigation.
5. In the event the court orders your eviction, you will have ten days to move both you and your belongings. In the event that you have not vacated the premises within that ten day period, the Housing Commission will seek a Writ of Restitution from the court ordering the court officer to remove you and your property.
6. Any decision to accept partial payments and/or grant an extension of time will be determined by the project manager. This decision will be final and shall be based on the tenant's past record of payments. All requests for partial payment and time extensions must be in writing, stating the reason for the request and specifying the date the rent will be paid in full. Your project manager is available to assist with your written request if desired. Verbal requests will not be considered. Note that a \$5 late charge will be added to your account if arrangements are not made prior to the issuance of the fifteen (15) day notice to pay the full amount due or vacate the premises. All money paid will be applied to the oldest outstanding balance.
7. Rent and other charges are to be paid by personal check, certified check, or money order in the exact amount. Cash will not be accepted. If a personal check is returned for non-sufficient funds, the tenant will be charged with a check return fee. Only money orders or bank drafts will be accepted thereafter from that tenant.