

## **ST. CLAIR HOUSING COMMISSION RENT COLLECTION POLICY**

The dwelling units of the St. Clair Housing Commission have been developed and constructed to provide decent, safe, and sanitary housing for the low-income people of the St. Clair, Michigan area at a reasonable monthly rate.

It is important that everyone realize that this program does NOT provide FREE RENT to anyone, nor can it house anyone that is chronically delinquent in the payment of rents.

Therefore, the following rent collection policy has been implemented and will be strictly followed.

### RENT COLLECTION POLICY:

1. All rents and other reoccurring monthly charges are due and payable on the **FIRST** day of each month as specified in the tenant dwelling lease.

As a safety measure the Commission has implemented a “NO CASH” Policy. Tenants must pay their rent and all other monies due to the SCHC by check, money order, cashier’s check or Electronic Payment through the Automated Clearing House (ACH). All payments, except ACH payments, should be made at 400 S. Third St., St. Clair, MI 48079, placed in the designated drop boxes provided by St. Clair Housing Commission, or by first class mail. Reasonable accommodations for this requirement will be made for persons with disabilities.

2. For ALL tenants, if rent is not paid on or before the tenth (10<sup>th</sup>) day of each month, a Notice to Vacate will be issued to the tenant. In addition, a late charge will be assessed to the tenant that is consistent with the amount noted in the tenant dwelling lease. Any payment made with and/or returned for insufficient funds shall be considered a non-payment of rent and the tenant will incur late charges, if applicable, plus any additional charges for processing costs in the amount as noted in the tenant dwelling lease.
3. Failure to pay the full amount of rent due within the fourteen (14) day period as stated in the Notice to Vacate, the St. Clair Housing Commission may commence legal action seeking the tenant’s eviction.