



# MARSHFIELD HOUSING AUTHORITY

## TEA ROCK GARDENS

### MARSHFIELD, MASSACHUSETTS 02050

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## RENT COLLECTION POLICY

### Adopted October 5, 2020

**I. Purpose:** The Marshfield Housing Authority Rent Collection Policy is designed to clearly describe the acceptable methods of payment for tenant rents and to lay out the rules and responsibilities of both Tenants and Marshfield Housing Authority (MHA).

**II. Due Date:** Tenant rents are due and payable on the first (1st) day of each month. Payment coupons will be issued to the tenant for the purpose of identifying their payment and must accompany all payment methods other than Direct Withdrawal.

**III. Acceptable methods of Rent Payment:** There are two (2) methods available for tenants to pay rent:

a. **Direct Withdrawal** of rent from the tenants account on the 5th day of each month. If the 5th falls on a weekend or holiday the Direct Withdrawal will occur on the next business day. Authorization forms are available from the Property Manager.

b. **Mail a Check or Money Order to:** The Marshfield Housing Authority address for mailing payment is:

Marshfield Housing Authority  
P.O. Box  
Medford, MA 02155-0011

**Please note: Payment Coupons must be included with payment in order to receive credit.**

Tenant payments are not accepted at any Marshfield Housing Authority Administrative Offices.

**IV. Past Due Rent** - Rent is considered late if not received as of the 5th of the month. The Property Manager shall take all steps necessary to ensure timely payment of rent.

**V. Late Payment & Other Fees** – a fee in the amount set by applicable state or federal statute will be applied to any tenant account that is still unpaid after 30 days. Additional action including but not limited to eviction proceedings will follow if rent is not paid. Marshfield Housing Authority will apply a fee of \$25.00 to the account of any tenants whose check/money order bounces or any direct withdrawal that is rejected. Other Fees for MHA maintenance services or property damage may apply. These fees can also be paid using the payment coupons and should be mailed to the MHA Post Office Box above. MHA Administrative Offices cannot accept tenant payments for any service.

**VI. Collections** - Marshfield Housing Authority will take steps to collect back rent, any fees or charges for damages or any other fees incurred by the tenant including placing the debt with a contracted collection agency.

END OF POLICY



EQUAL HOUSING OPPORTUNITY