

SANTA FE COUNTY

1755240

RESOLUTION NO. 2000-43

RESOLUTION ADOPTING A RENT COLLECTION POLICY

WHEREAS, The Santa Fe County Housing Authority as part of its normal operating activities, collects rent and other monies from its residents on a regular basis; and

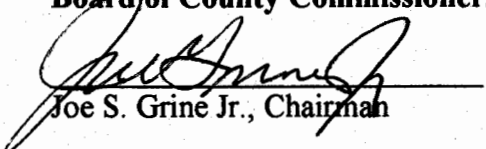
WHEREAS, the Housing Authority must implement a policy to address rent collection, delinquent rent payments, late fees, repayment agreements, and vacated accounts; and

WHEREAS, the Santa Fe Board of County Commissioners has the authority to approve the Resolution Adopting a Rent Collection Policy.

NOW THEREFORE BE IT RESOLVED, by the Santa Fe County Board of Commissioners that the Rent Collection Policy, which is included as Exhibit "A" of this resolution is hereby adopted.

APPROVED, ADOPTED AND PASSED THIS 11th day of April, 2000.

Board of County Commissioners


Joe S. Grine Jr., Chairman


Rebecca Bustamante, County Clerk

Approved as to Legal Form:


Office of the County Attorney

1112.798 } SS
COUNTY OF SANTA FE
STATE OF NEW MEXICO
I hereby certify that this instrument was filed
for record on the 12 day of Apr A.D.
20 00 at 10:28 o'clock a m
and was duly recorded in book 1755
page 240-241 of the records of
Santa Fe County.

Witness my Hand and Seal of Office
Rebecca Bustamante
County Clerk, Santa Fe County, N.M.


Deputy

Santa Fe County Housing Authority Rent Collection Policy

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Rent:

Rent is due and payable on the first day of each month in an amount stated in the Dwelling Lease between the Santa Fe County Housing Authority and the tenant. Rent may be paid by check, money order, or in cash (US only). At its discretion, the Housing Authority may require payment in the form of cash or money order.

Rent is considered delinquent if unpaid after the fifth day of each month. If the fifth falls on a weekend rent will be considered delinquent at the end of the following working day. The lesser of 10% of the rent due or \$30.00 will be charged as a penalty if rent remains unpaid after the fifth day of the month (or if the fifth falls on the weekend the end of the following working day). At its discretion the Housing Authority may forgive all, or a portion, of the penalty charged.

On or about the sixth day of each month, the Housing Authority will mail to the delinquent tenant a demand for payment. Non-payment of rent is a cause for eviction under Section XII of the Dwelling Lease.

Repayment Agreements:

At the discretion of the Housing Authority, a Repayment Agreement may be made between a delinquent tenant and the Housing Authority. The Repayment Agreement will state the amount of payments due, and dates payment is due. Failure of the delinquent tenant to abide by the Repayment Agreement is a cause for immediate eviction.

Vacated Accounts and Bad Debt Policy:

This portion of the policy has not yet been approved by the Santa Fe County Attorney, and will be implemented after Attorney approval.

Amounts owed by tenants no longer residing in the unit leased from the Housing Authority are considered vacated accounts. The Housing Authority will make an effort to collect vacated accounts. The Housing Authority will send at least two Demands for Payment letters within the first two months after the tenant has vacated the unit. The vacated account will be considered a bad debt that should be written off after six months from the day the unit is vacated. The Housing Authority reserves the right to contact any party, including other PHA'S, and/or engage a collection agency to pursue vacated accounts. A tenant who has vacated a unit and left a delinquent balance, will not be able to rent from the Housing Authority until the balance is paid in full.