



Quincy Housing Authority

Finance Management Policies and Procedures – Rent Collection Policy

- I. Purpose:** The Quincy 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 Quincy Housing Authority (QHA).
- 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 three (3) methods available for tenants to pay rent to QHA:
 - 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 Managers or on the QHA website www.Quincyha.com under the Finance option.
 - b. **Mail a Check or Money Order to:** The Quincy Housing Authority address for mailing payment is:

Quincy Housing Authority
P.O. Box 1034
Medford, MA 02155-0011

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

- c. **Pay in person using cash:** Cash payments for QHA rent are accepted at the Wollaston Branch of Century Bank during normal business hours.

Bank Address	Bank Hours
Century Bank 651 Hancock Street Quincy, MA 02170	Monday – Wednesday 8:30 – 4:00 Thursday – Friday 8:30 – 5:00 Saturday 9:00 – 1:00

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

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



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IV. Past Due Rents - 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. Quincy 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 QHA maintenance services or property damage may apply. These fees can also be paid using the payment coupons and should be either mailed to the QHA Post Office Box above or brought to the Century Bank branch in Wollaston. Payment coupons must accompany all payments. QHA Administrative Offices can not accept tenant payments for any service.

VI. Collections – Quincy 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.