



## The Housing Authority of the City of Jacksonville

### COLLECTION POLICY

1. Rent is due and payable in advance without notice on the first day of each month and is delinquent after the 10<sup>th</sup> of the month.
2. In the event that rent and other charges due are not paid by the close of business on the 10<sup>th</sup> day of the month a \$20.00 late fee is charged. If rent is still outstanding at the close of business on the 25<sup>th</sup> day of the month, an additional \$20.00 is charged to your account.
3. In the event that a resident draws Social Security or Supplemental Security Income and does not receive his/her check until after the 10<sup>th</sup>, the eviction notice and late fee will be waived. However, if rent is not paid within 5 (five) days of receiving SS or SSI check, an eviction notice will be issued and a late fee will be posted on the account.
4. In the event rent and other charges due are not paid by the close of business on the 10<sup>th</sup> day of the month, Notice to Vacate-Cancellation of Lease, a 14-calendar days notice will be sent to these delinquent tenants.
5. At the expiration of Notice to Vacate-Cancellation of Lease, no payments will be accepted and Notice to Vacate, a 10-calendar days notice, will be sent to these delinquent tenants.
6. At the expiration of Notice to Vacate, and if the tenant has not vacated the dwelling unit, an affidavit of Owner or Agent, a 7 day notice, will be filed with the District Court of Calhoun County, Alabama.
7. At the expiration of the Affidavit of Owner or Agent and if the tenant has not vacated the dwelling unit, a Judgment will be filed with the District Court of Calhoun County, Alabama requesting the Constable of Calhoun County to perform the eviction.
8. Any deviation from this policy such as, but not limited to, a Workout Agreement involving hardship cases, must be submitted in writing and signed by the tenant, on a form available at all project offices, by the 10<sup>th</sup> of the month. The Jacksonville Housing Authority will make a decision on any request only after receipt of verification of the reason(s). Any tenant furnished verification must be supplied with 5 (five) days of the signed request. No further eviction procedures will be taken until The Housing Authority renders a decision on the request.
9. A resident who receives 4 (four) 14 days notice to vacate in a year will be required to vacate.
10. Any date of time limitations, which falls on a Saturday, Sunday, or Holiday observed by the Jacksonville Housing Authority, shall extend such date or time limitation to the next business day.

---

APPLICANT/TENANT

DATE



895 Gardner Dr., SE Jacksonville, AL 36265 (P) 256-435-2485 (F) 256-435-2437

