



**RENT COLLECTION POLICY**

The following Rent Collection Policy details what is included in the Lease between Landlord and Tenant.

1. **DUE DATE** – All rental payments are due and payable as set forth by the Lease on the 1st day of each month. No bills, invoices or statements will be sent. All payments must be by cashier’s check, certified check, personal check, or money order.
2. **PAYMENT** – Rental payments shall be made payable to “The Resurrection Project”. Locations of payments are: (1) Rent Drop Box located in building lobby. (2) Management office at 1818 S. Paulina. Rent must be paid in full. No partial, incomplete, or post dated checks will be accepted. Post dated checks, incomplete checks, or checks not made payable “The Resurrection Project” will be mailed back to the address of record for Tenant. Tenant’s full name, Building Address or Building Name, and Apartment Number must be on the check or money order.
3. **LATE FEE** – There will be a late fee of ten dollars (\$10.00) charged to Tenant’s rental account if rent is paid after the Fifth (5th) business day of the month. All fees (late, lockouts, parking, maintenance charges, etc.) are considered to be immediately due and payable as additional rent.
4. **COLLECTION/LEGAL ACTION** – If rent and fees are not paid in full, or if tenant does not agree to a payment plan authorized by the Property Manager before the end of the Tenth (10th) calendar day after the applicable Rent Due Date, tenant will be notified in writing that their account will be referred to a collection agency and/or legal action may be taken for Eviction. Accounts are referred to collections and for eviction on a monthly basis.
5. **PHA-ASSISTED APARTMENTS ONLY** – CHA residents who do not pay full rent and other charges by the 5<sup>th</sup> business day of the month will receive a 14-Day Notice. Within those 14 days resident may pay rent and fees in full, agree to a payment plan authorized by the Property Manager or file for grievance with respect to this notice according to CHA Grievance Policy. Absent payment in full, an authorized payment plan, or a grievance, tenant will be notified in writing that their account will be referred to a collection agency and/or legal action may be taken for Eviction after this 14-day period.
6. **NON-SUFFICIENT FUNDS (NSF)** – Checks will only be submitted to the issuing bank once for payment. If Tenant’s bank returns a check for non-sufficient funds (NSF), Tenant is required to repay the amount of the check and an NSF fee of Thirty-five dollars (\$35.00) as additional charges, in addition to the Ten Dollar (\$10.00) late fee immediately upon notification. After two (2) NSF checks, TRP will no longer accept any personal checks from Tenant; only cashier checks, certified checks, or money orders will be accepted.
7. IF TENANT’S RENT PAYMENT IS LATE THREE TIMES DURING A LEASE YEAR, THE LANDLORD MAY TERMINATE THE LEASE IMMEDIATELY AND REPOSSESS THE PREMISES, OR NOT RENEW THE LEASE FOR THE FOLLOWING YEAR.

I understand and agree that the terms of this Policy are incorporated into and are a part of my lease for the apartment located at: \_\_\_\_\_ Apartment # \_\_\_\_\_

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord

\_\_\_\_\_  
Date

