

Rent Collection Policy Revision

Lease Addendum No. 13

Resolution No. 24-04

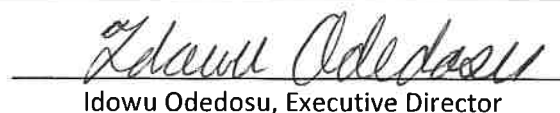
Stevens Point Housing Authority (SPHA)

1. All Tenants will receive a copy of this RENT COLLECTION POLICY when they move in, notifying them that the rent is due and payable in advance on the first (1st) day of the month.
2. **Tenants must pay rent by MONEY ORDER, PERSONAL CHECK, CASHIER'S CHECK, ONLINE, or ELECTRONIC TRANSFER** to the Stevens Point Housing Authority. See the enclosed "Ways to Pay Rent" on page 2. **The Stevens Point Housing Authority does not accept cash.** Tenants must include their full name and full address including apartment number when making any rent payments. Rent can be paid online, mailed, or personally delivered to the SPHA office via the secured Dropbox (24 hours/7 days a week) located in the lobby entryway at 1300 Briggs Court, Stevens Point, WI 54481.
3. All unpaid rent becomes delinquent after the 5th business day of each month.
4. Management may grant rent payment extensions beyond the 5th business day for Reasonable Cause. However, the Tenant must contact the Management Office before the 1st of the month to request an extension, which will become binding upon approval. Both parties will agree to the terms of the rent extension. If the rent is not paid on the date set forth in the extension, all charges become due and payable, and the Tenant will be served a non-payment notice as soon as possible.
5. When a Tenant is late with their rent and have not requested and received approval for an extension, the Stevens Point Housing Authority will issue a notice to pay or vacate according to the signed lease agreement and the U.S. Department of Housing and Urban Development (HUD) guidelines as soon after the 5th business day of the month as possible. When a Tenant is late with their rent three (3) times during a twelve (12) month period, the Stevens Point Housing Authority will issue a notice to pay and vacate and terminate the Tenant's tenancy according to the signed lease agreement and the U.S. Department of Housing and Urban Development (HUD) guidelines.
6. A copy of the Resolution will be furnished to each Tenant in their Tenant Handbook when they move in. When a Tenant becomes delinquent with their rent, additional copies will be included with notices to the Tenant's household.

Approved: March 6, 2024

Adopted as Resolution 99-4 by the Stevens Point Housing Authority Advisory Committee at the regular Board meeting on September 1, 1999. Revised as Resolution 24-04 by Stevens Point Housing Authority Board of Commissioners on March 6, 2024.


George Doxtator, Chair


Idowu Odedosu, Executive Director

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WAYS TO PAY RENT FOR SPHA TENANTS

Automatic Payments (ACH) from your checking or savings account

- No fee.
- Set it up once and forget about it. It automatically comes out of your bank account monthly.
- Choose two monthly payments or one from any of these three payment dates: the 5th, 15th, or 25th of the month.
- Contact Jen at jkeller@spha-wi.org or at (715) 341-3444 Ext. 0 to sign up.

Online with Zego - www.gozego.com

- Contact Jen to sign up.
- No fee for ACH payments (need full bank account number and full routing number).
- Debit card and credit card payments have a fee.

Online with Zelle - another online option and different than Zego – www.zellepay.com or Zelle App

- No fee.
- Rent payments must be made out to Stevens Point Housing Authority via Zelle. Use the email jkeller@spha-wi.org for the Zelle contact.

Bill Pay through Your Bank

- No fee but check with your bank.

Check or Money Order

- There is no fee for checks.
- Money orders may come with a small fee from the place of purchase.
- Mail your check or money order in our self-addressed, required envelopes. Call the office to request a supply of envelopes.
- Drop off in the secured Dropbox (24 hours/7 days a week) located in the lobby entryway at 1300 Briggs Court, Stevens Point, WI 54481.
- **Reminder:** Include your full name and full address including apt # on the check or money order.

Important Reminders:

- ❖ No cash payments will be accepted.
- ❖ **Pay your rent in full by the 1st calendar day of each month. The grace period for paying rent is the 5th business day of each month.**
- ❖ If you need an extension or payment plan, contact Jen.
- ❖ Paying your rent late can lead to a Pay or Vacate notice and possible eviction. Always e-mail or call Jen BEFORE being late with your rent.