

CHELSEA HOUSING AUTHORITY
RENT COLLECTION POLICY

The Chelsea Housing Authority (CHA) will vigorously pursue timely rent collection.

Specifically:

- 1) Rent is payable in advance on or before the first day of each month by mailing a personal check, money order or certified bank check along with a payment coupon to CHA's lock box: Chelsea Housing Authority P.O. Box 816 Reading, MA 01867-0406 or by signing up for electronic fund transfer (EFT). Please contact the CHA Property Manager to set up your EFT account.
- 2) Rent payments submitted to our lock box after normal business hours will be considered received on the next business day. Rent received on the weekend, or holiday will also be considered received on the regular next business day.
- 3) The tenant may request a delay in rent payment not to exceed seven days. Such a request must be made in writing and approved by the authority prior to the date that rent is due and will only be granted in extraordinary circumstances.
- 4) If all or any part of the monthly rent payment is received after the seventh of the month, then the unpaid rent shall be declared delinquent.
- 5) If any rental arrears exist after the 30th day of any month, the CHA may charge a \$25.00 late fee in accordance with state regulations.
- 6) Except for households exempted by law (gold star mothers, veterans, and widows/widowers of veterans) any over housed tenant who refuses to sign a new lease and move to a unit of appropriate size within 30 days of the CHA's notice of transfer, will thereafter be charged 150% of the current rent. The CHA will continue to collect the higher rent until such time that another appropriately sized unit becomes available, and the tenant signs a lease and agrees to move to the new unit. This rule only applies to State Public housing residents.
- 7) If three checks are returned for insufficient funds in any twelve-month period, personal checks will no longer be accepted for rental payments.
- 8) Misrepresentation, nondisclosure, or late disclosure of income, failure to report changes in household size, or other fraudulent acts which violate rent collection provisions in the

lease will result in immediate initiation of eviction proceedings. Any applicable interest accrues during periods of nonpayment. The CHA will aggressively pursue collection of overdue rental monies.

- 9) If a tenant fails to pay all or any part of the rent by the seventh of the month, the CHA will declare the rent delinquent and issue a notice of lease termination notice to quit. Before issuing such a notice, except where the tenant is habitually delinquent in paying rent and has had an opportunity for discussion within the prior six months, the CHA will provide the tenant an opportunity to discuss the reason for nonpayment of rent.
- 10) Upon expiration of the notice to quit, the CHA will serve a summary process summons and complaint on the tenant and file the action in a court of appropriate jurisdiction. If the CHA prevails, the tenant will pay all expenses incurred by the CHA as a result of the tenant's failure to pay rent. These costs include court filing fees, Sheriff/constable costs, and moving/storage costs in an eviction action commenced on account of the tenant's nonpayment of rent. If the parties execute an agreement for judgment, the CHA will negotiate for tenant payment of all costs.
- 11) When management or a tenant properly terminates the lease, and the tenant leaves between rent payment dates, the rental amount will be adjusted proportionally.
- 12) The tenant's lease and/or state regulations may contain additional provisions regarding rent payment and collection.

**ADOPTED BY THE CHELSEA HOUSING AUTHORITY BOARD OF
COMMISSIONERS**

ON SEPTEMBER 16TH, 2025.