

NEEDHAM HOUSING AUTHORITY

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Chairman: Reginald Foster
Vice Chairwoman: Eleanor Evans
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Needham Housing Authority Rent Collection Policy

The purpose of the Needham Housing Authority's rent collection policy is to establish consistent procedures and guidelines to be applied to every resident with respect to the collection of rent, as well as to comply with the Executive Office of Housing and Livable Communities (EOHLC), formerly DHCD, and Housing and Urban Development (HUD) regulations.

Needham Housing Authority (NHA) will vigorously pursue timely rent collection. Non-payment of rent is considered a serious violation of the Lease Agreement between the resident and the NHA. In all cases, NHA will aggressively pursue collection of the amount of rent due and eviction, if necessary. Residents will be aware that if they receive a judgment for nonpayment of rent, the judgment will stay in effect for twenty years, i.e., it will affect the ability to either rent or purchase a home for twenty years.

All rent payments shall be made to Needham Housing Authority. The management office is located at 21 Highland Circle, Suite 10, Needham, MA 02494. Payments may be placed in a drop box at our community rooms located at 28 Captain Robert Cook Drive, 34 Seabeds Way, and 5 Chambers Street. The method of payment is checks or money orders. Rents can be paid using the tenant's online portal.

The phone number for the management office is: 781.444.3011

Rents are due in advance on or before the (1st) day of each month. If the NHA has not received rent payment by the seventh (7th) day of the month, the rent is overdue. **By the fourteenth (14th), the Needham Housing Authority will declare the unpaid rent delinquent and issue a Notice to Quit if rent remains past due.** Along with the Notice to Quit, residents will receive a letter inviting them to attend a private conference to discuss arrears and possibly enter into a repayment agreement.

Except where the resident is habitually delinquent in paying rent and has had prior opportunities to discuss this, the NHA shall provide the resident with an opportunity to resolve the arrears. This will be done in an informal conference.

DAY OF THE MONTH	RESIDENT	AUTHORITY
1 st of Month	Rent is due	Needham Housing Authority accepts rent payment via check /money order, or rent is electronically transferred from resident to agency.

8th of Month	Rent is overdue	A notice of the past due balance will be mailed with an offer for a private conference to discuss arrears.
14th of Month	Rent is delinquent	A 14-day Notice to Quit will be sent out, and the tenant must pay the balance in full.
1st day of the following month	Action on non-payment of rent	A late fee will be applied to the account. Needham Housing Authority will commence proceedings for eviction and a judgment from the court for the balance due, legal expenses, and possible eviction.

Late Fees

If a resident fails to pay all or any part of the rent due on the last day of the month of its due date, the Needham Housing Authority will charge a late fee penalty of twenty-five dollars (\$25.00).

Any rent payments the resident pays shall be applied to the current month due. Payments after that will be applied to the oldest balance due.

Return Check Fee

If your check is returned because of insufficient funds, you will be charged a twenty-five dollars (\$25.00) fee. If online payments are returned because of insufficient funds, applicable bank fees will apply.

The Needham Housing Authority will commence proceedings for eviction and judgment, consistent with the terms of the lease and the Executive Office of Housing and Livable Community (EOHLC) and Department of Housing and Urban Development (HUD).

NHA Board of Commissioners Approved Policy – January 18, 2024.