



APPENDIX B

Collection Policy and Procedures

Policy for Collection from Past Tenants and Program Participants who owe money to BCHA/CHBI or another Agency Administering Assisted Housing

Repayment agreements shall be set up according to the following repayment schedule:

<u>Amount Due</u>	<u>No of Payments</u>	<u>Required Minimum</u>	<u>Required Maximum</u>
\$1 through \$600	12	\$15	\$50
\$601 through \$1200	24	\$15	\$50
\$1201 through \$1800	36	\$15	\$50

Greater than \$1800 – Number of payments and amount of payment to be determined by administrative review.

Determination of Liability. For families and/or households having multiple adult members that terminated a prior lease or contract with BCHA/CHBI with overpayment of assistance, unpaid rent or unpaid maintenance charges, the total amount due shall be prorated among the adults listed on an application when a person re-applies for housing or housing assistance and the remaining adult members from the previous lease or contract are not listed on the new application. In the event that an adult applies to be added to the lease and/or application whose liability has been pro-rated, the applicant adult's pro-rated liability shall be satisfied by paying the pro-rated amount due in full.

(For example Mr. and Ms. Household left owing the Housing Authority \$500 in unpaid rent and damages. Mr. and Ms. Household reapply at a later date. They are notified that they owe \$500. They must repay in full in order to be eligible to reapply. Mr. and Ms. Household do not pay the bill in full. Ms. Household applies for housing through BCHA at later date and does not include Mr. Household No. 1 on her application or lease but does add Mr. Household No. 2 to her application and lease. Ms. Household's debt would be prorated to one-half of the \$500.00. Ms. Household would then be responsible to repay \$250.00. Mr. Household No. 1 would be assigned the other one-half of the debt. Should Mr. Household No. 1 reapply at a future date, he would then be held responsible for his one-half of the debt or \$250.00).

When household liabilities are pro-rated, the ARS list shall be adjusted accordingly.

All past tenants/program participant's names shall remain on the Applicant Reselect (ARS) List and the EIV site until the amounts are repaid in full.

1. WHEN AN INDIVIDUAL IS NOT ELIGIBLE TO APPLY

Applications will not be accepted for the waiting list if the individual owes money to a prior landlord while on assistance, to another housing authority, to a collection agency, or, if known at time of application, that a landlord while not on assistance is owed money. All incoming ports who owe money will have to be paid in full prior to acceptance of the port. All monies owed must be paid in full and verified in writing to BCHA/CHBI.

2. MONITORING REPAYMENT AGREEMENTS

a. Monitoring of Repayment Agreements for past tenants and program participants who are on a waiting list. Any monies owed must be paid in full prior to transferring to another program through BCHA/CHBI or porting their Voucher to another housing authority.

The only action that will be taken to collect from the amounts owed BCHA/CHBI will be the yearly ND Income Tax Refund collection offset.

NOTE: Due process has been served by BCHA/CHBI for these individuals by their opportunity to request an informal hearing when the charges were billed to them by BCHA/CHBI.

b. Monitoring of Repayment Agreements for past tenants and program participants who are not on the waiting list.

- One attempt will be made to notify the past tenant/program participant that the money is owed.
- A yearly attempt will be made to collect through the ND income tax refund offset.
- When an individual attempts to reapply when they owe money see item no. 1 above.

Procedure for Current Tenants and Program Participants who owe money to BCHA/CHBI or another assisted Housing Agency

Current Public Housing/CHBI Tenant:

Public Housing rent and rent agreements shall be collected in accordance with the latest Board Approved Rent Collection Policy.

Repayment agreements which have been entered into by current BCHA/CHBI tenants who owe money to Burleigh County Housing Authority/Community Homes of Bismarck, Inc. for unreported income or unpaid rent for a past tenancy or termination of assistance shall be monitored and enforced as follows:

At the time the payment is due or at the end of each month notices will be sent to tenants who are delinquent on repayment agreements for past tenancy or program participation. The first time a tenant becomes delinquent on their repayment agreement, they will be notified in writing that they have 30 days from the date the payment was due to bring

their repayment agreement into current status. If the repayment agreement is not current within 30 days of the date the payment was due, tenant will be sent written notice of termination of lease.

NOTE: CHBI and BCHA tenants will receive due process either by an informal hearing or by an eviction hearing through the court.

Current Voucher Program Participant.

Repayment agreements which have been entered into by current program participants will be monitored monthly. At the time the payment is due or at the end of each month notices will be sent to delinquent program participants. The first time a program participant becomes delinquent on their repayment agreement, they will be notified in writing that they have 30 days from the date the payment was due to bring their repayment agreement into current status. If the repayment agreement is not current within 30 days of the date the payment was due, program participant will be sent written notice of termination of housing assistance.

NOTE: Program Participants will not have a right to grieve the amount owed as they received due process at the time they were notified of the amount due. Program participants will have a right to a grievance hearing relating to nonpayment of payments on the Repayment Agreement.

Non-Sufficient Funds (NSF) Check: Receipt of a NSF check will be considered non-payment of amount due under the repayment agreement. The delinquent notice will be triggered, a \$25.00 NSF check fee will be assessed the individual's account and the amount added to the total of the repayment agreement. When individual issues one (1) NSF check to BCHA, the Housing Authority has the right to require all future payments by cash, money order or cashier's check.