


**HOUSING DIRECTIVE
03-13**

TO: Housing Managers/Staff
Bookkeepers

FROM: Donald R. Savage 

DATE: June 3, 2013

RE: Rent Procedures

The following procedures will be strictly adhered to for the purpose of receiving, documenting, depositing, and reporting monthly rent collections from residents.

Rent/Receipt Procedures

These procedures are in accordance with the HUD Lease, HRDE Tenant Selection Plan and House Rules.

- All rent is due by the first day of the month in accordance with the resident's lease. Residents have a grace period from the first day of the month to, and including, the fifth day of the month.
- All rent and/or cable monies collected by complex staff will be entered into FHA at the time it is received or no later than the sixth day of the month.
- One receipt will be printed and given to the tenant prior to the sixth day of each month.

Deposit Procedures

- At the manager's discretion, but at least twice between the first and the sixth day of each month, a deposit of the rent and/or cable monies collected will be made to the site's operating account.
- A scanned copy of each deposit will be emailed to the Fiscal Manager at tlawson@hrdfwv.org and copied to the appropriate Team 1/Team 2 contact (see table below) within 48 hours of said deposit. Again, this will be completed at least twice between the first and sixth day of each month. Every Batch Report must match the deposit slip total.

Team 1 – bwinston@hrdfwv.org		Team 2 – ggjohns@hrdewv.org
CLU	UCA	CHU
HVU	WHUP	FHU
LUA	4 - UHLP	RUA
MUA		UHA
SCUA		BPA
SPUP		WPA

Late Rent Procedures

On the sixth day of each month, a Rent Roll Report will be printed from FHA to determine if there is any outstanding rent. Any household failing to pay their rent during the first five days of the month must be sent an "Eviction Letter" for non-payment of rent.

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