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# **TEAGUE HOUSING AUTHORITY**

205 SOUTH 5<sup>TH</sup>  
TEAGUE, TEXAS 75860

## **RENT COLLECTION POLICY**

- 1) Rent payment, and other charges if applicable, are due and payable in advance, without notice, at the Teague Housing Authority office located at 205 S. 5<sup>th</sup>, Teague TX 75860 on the first working day of each month.
- 2) **NO CASH PAYMENTS.** All payments must be made by check, money order or certified cashiers check.
- 3) The family must no later than the 10<sup>th</sup> day of the month contact the Teague Housing Authority and explain the circumstances which will delay the rent and indicate the date on which full payment will be made. This will not, however, alter the eviction process. No verbal agreements will be made to alter the Dwelling Lease.
- 4) If the Teague Housing Authority agrees to accept payment of rent and other charges later than the 10<sup>th</sup> day of the month, an agreement will be set forth in writing and indicate the date on which the family is to make full payment of rent and other charges. Payment later than the date set forth on this agreement will initiate eviction proceedings. This Agreement binds the payment to be made on the same day each and every month. If payment is received after the "Agreement" date eviction proceedings will begin using the 14 day and 3 day notices.
- 5) The Teague Housing Authority will impose a late charge of \$10.00 for rent payments not made by the close of business on the 10<sup>th</sup> day of the month.
- 6) A charge in the amount of \$25.00 or actual bank fee whichever is greater will be assessed for checks returned for insufficient funds. If check is not honored by the 10<sup>th</sup> day of the month, the rent will be considered unpaid and subject to the late charge fees.
- 7) If the family has a total of one (1) check returned for insufficient funds, all future payments must be made by money order or cashier's check.
- 8) If the family fails to make payments by the 10<sup>th</sup> day of the month and the Teague Housing Authority has not agreed to accept payments at a later date, a fourteen day **Notice to Vacate** will be issued to the family demanding payment in full within 14 days.
- 9) If the family fails to make payments by the 11<sup>th</sup> day from the issuance of Notice to Vacate and the Teague Housing Authority has not agreed to accept payments at a later date, a **Notice of Termination** will be issued to the family demanding payment in full or the surrender of the premises within 3 days.
- 10) If the family receives three (3) **Notices to Vacate** letters in any twelve (12) month period, a fourth (4<sup>th</sup>) such notice within that time period may be considered a serious violation and grounds for termination of the Lease.
- 11) If there is a good reason for an extension of time to pay the delinquent rent, the Teague Housing Authority may enter into a Repayment Agreement with the family, which will:
  - a. Be in writing
  - b. Be signed by both parties

- c. Require the family to make future rent payments in full not later than the 5<sup>th</sup> day of the month during which they become due
  - d. Specify the due dates and dollar amounts of periodic payments to be made toward settlement of the past-due balances
- 12) No more than two (2) Repayment Agreements will be granted in any twelve (12) month period.
  - 13) Failure to abide by the Repayment Agreement will initiate eviction proceedings.
  - 14) Failure to reach an agreement, or failure of the family to abide by the terms of the agreement, will result in a fourteen (14) day written notice of lease cancellation to the family.
  - 15) If the family contacts the Teague Housing Authority within the fourteen (14) day notice period and pays the past-due balance in full, the notice of lease cancellation will be rescinded.
  - 16) If the family does not contact the Teague Housing Authority during the fourteen (14) day notice period and does not pay the past-due balance in full, the Teague Housing Authority may file for eviction in the local Justice of the Peace Court with all legal fees paid by tenant.
  - 17) Evictions will be processed in accordance with Federal and state laws and the Lease terms.
  - 18) Chronic late payments are grounds for termination of your lease.