

# AUTOMATED RENT PAYMENT POLICY (Optional)

## METHODS OF RENT PAYMENTS

In order to make the rent payment process more convenient and more secure, the housing authority offers a number of noncash methods for residents to pay their rent and/or other fees. The housing authority will accept personal checks, credit cards, debit cards, Electronic Benefit Transfer (EBT) cards, money orders and automatic withdrawals from resident's checking/savings accounts.

## AUTOMATIC RENT PAYMENT OPTIONS

Residents may pay their rent on a monthly basis at the main office of the housing authority utilizing any of the above methods. Residents wishing to authorize automatic rent payments will be required to complete and sign an "Automated Rental Payment Agreement". This agreement will identify the residents' name and address and the appropriate account information. Monthly billing statements will reflect the amount to be withdrawn from the account on the 5<sup>th</sup> day of each month.

Residents may discontinue automatic payments at any time by notifying the housing authority, in writing, within 15 calendar days prior to the date of the next withdrawal. The housing authority staff reserves the right to refuse automated payment requests from good cause including, but not limited to, repeated denied payments from the resident's account.

Residents are cautioned that the use of automatic payments requires discipline in ensuring that funds are available in the account (if applicable). Residents should also realize that overdraft fees and credit card interest can lead to budgeting problems and could affect their credit rating. The housing authority does not condone the irresponsible use of these payment methods.

## INSUFFICIENT FUNDS

In the event that a personal check is returned for insufficient funds, a returned check fee and late fee (if applicable) will be assessed and no personal checks will be accepted in the future. Additionally, if automatic draft payments or credit, debit, or EBT cards are denied, a late fee may be assessed if full payment is not received **prior to the close of the business on the 5<sup>th</sup> day of the month**. Reversed electronic payments will result in a reversed fee assessment of \$25.00. The resident maintains full responsibility for payments made utilizing electronic methods.



# AUTOMATED RENTAL PAYMENT AGREEMENT

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

Monthly Rent Payment: \$ \_\_\_\_\_

I hereby authorize the housing authority to automatically collect my rent utilizing the following account:

**Checking or Savings Account**

Bank Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Type:  Checking  Savings

An automatic charge or withdrawal is hereby authorized to begin with the rent and other charges due for the month of \_\_\_\_\_, \_\_\_\_\_(yr). I understand that I may discontinue this automatic rent payment at any time by notifying the housing authority, in writing, within 15 days of the due date for any month's rent and other charges. I further understand that the housing authority reserves the right to terminate this agreement at any time giving 15 days notice prior to the due date for any month's rent and other charges.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Resident's Handwritten Name

\_\_\_\_\_  
PHA Handwritten Name

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
PHA Signature

PLEASE ATTACH A VOIDED CHECK BELOW TO ACTIVIAE THIS AGREEMENT.