

Rent Collection Policy

It is the intent of IEH to provide an environment that supports the health and safety of IEH tenants and to protect the rights of all tenants to the peaceful enjoyment of their premises and the project facilities. IEH will be consistent in their application and practice of all policies and procedures regardless of race, color, creed, religion, sex, national or ethnic origin, citizenship, ancestry, class, sexual orientation, familial status, disability, military/veteran status, source of income or age.

Conditions for tenant and landlord obligations and responsibilities are defined in the Lease Agreement and the House Rules. Procedures will be carried out in accordance with HUD regulations, State and local laws.

Rent Collection

1. Monthly rent will be paid in full.
2. No cash is accepted for rent payments.
3. Date due is the 1st day of the month, as stated in the lease.
4. There is a grace period of 10 days only.
5. Check or money orders are to be made out to the project name.
6. Rent payments will be accepted at the rent boxes located at the projects, Hillside Property Management Office and Woodside Property Management Office or may be mailed to:

**Island Elderly Housing, Inc., 60B Village Road, Vineyard Haven, MA
02568**

Record of Rent Collections

1. Receipts will be given to tenants upon request
2. Tenant ledger system will be started when a tenant moves in to document for all rental transactions during residency at IEH projects.

Insufficient Funds:

1. If a check is returned to IEH for insufficient funds, the tenant will not be assessed any fees.
2. The tenant will be notified of the returned check
3. The tenant will be required to provide a money order or bank check to replace the returned check.
4. All future rent payments by that tenant will be through a bank check or money order.



Delinquent Rent Collection Policy:

1. On the last day of the month, in accordance with Massachusetts Law, written notice will be given to pay rent or quit the premises within thirty (30) days of the date of such notice



Equal Housing Opportunity
RentCollect Policy2/08

