

HOUSING AUTHORITY OF THE CITY OF PAWNEE CITY
BAD DEBT POLICY

RESOLUTION NO.

DATE ADOPTED

In the event vacating tenants leave the Pawnee City Housing Authority with unpaid rent, excess utilities, storage expense, damages or any other unpaid balances in excess of \$50.00, the following procedures will be utilized for collection:

1. The Housing Authority will attempt to contact the vacated tenant by mail at the last known address with an itemized statement of the balance due and allow ten days for the tenant to respond, make payment or set up a payment plan.
2. If no response is received from the tenant, a second attempt shall be made with a copy of the original itemized statement enclosed, an opportunity to cure within ten days by payment in full or a payment plan set up and first payment made. Vacated tenant will be advised that no response shall result in balance turned over to a collection agency.
3. Balances turned over to a collection agency shall be removed from the rental register at the time of said action.