

Arrears Policy

Chatham Hope Non Profit Housing

Passed by the Board of Directors

Approved date: January 23, 2006

Last reviewed date: October 26, 2009

Last approved revision date: October 26, 2009

1. If by the third working day of the month, a tenant has not paid rent or contacted the Property Manager to make arrangements a reminder card is issued advising the tenant that if the rent is not paid by the 7th working day a Notice to Terminate Tenancy (N4) will be issued. (The exception would be if the Tenant was someone who paid rent on a persistently late basis, in which case a Notice to Terminate Tenancy (N4) would be issued right away.)
2. If the tenant does not pay the rent or move out of by the appointed date on the N4, the file will be forwarded to the paralegal being used by the Management Company at the time and a request will be made to proceed with the appropriate action to terminate the tenancy. The application fee and any other legal costs incurred will be charged back to the tenant.
3. The Property will attend the Hearing if the Paralegal feels they have relevant testimony.
4. If a tenant's rent is continually paid late, a Notice to Vacate Form (N8) shall be issued. There is no remedy to correct this. If a tenant leaves the unit on or before the date specified on the notice, no further charges will be applied for rent to the rental account. If the tenant has not left the unit by the specified date on the N8 the file will be forwarded to the paralegal being used by the Management Company at the time and a request will be made to proceed with the appropriate action to terminate the tenancy. The application fee and any other legal costs incurred will be charged back to the tenant.
5. Over-housed households who are issued and N4 for arrears are not eligible for transfer unless all arrears and any applicable legal fees have been paid in full.
6. The Property Manager is to use their discretion when it comes to accepting payment schedules and variations to this policy.
7. Former tenants (as well as all arrears) will be reported to the Service Manager and placed with a Collection Agency when the arrears exceed \$200.



Patricia Planting, President

October 2009