

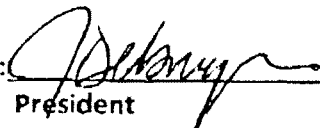
**Arrears Policy**

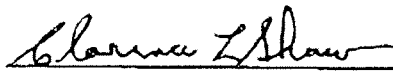
**Legion Villa: Corporal Harry Miner V.C. (Ont. 185) SC Corporation**

**Approved by the Board of Directors: October 7, 2002**

**Last review date: August 31, 2011**

**Last approved revision date: August 31, 2011**

Signed by:   
President

  
Secretary

Aug 31/11  
Date

## **Corporal Harry Miner V.C. (Ont. 185) Legion Villa**

### **Arrears Collection Policy**

Corporal Harry Miner V.C. (Ont. 185) (Hereinafter may simply be referred to as "the non-profit", "we", "us", or "our") in this document.

### **Policy Statements:**

1. For the application of this policy, arrears is defined as:
  - a. Legally owed rental payments which are not paid on or before the first of any month in which the rent was charged.
  - b. Damage of corporation property for which compensation has not been received within seven (7) days of notification.
2. A seven (7) day notice period has been adopted for the repayment of damages because this is consistent with the timeframe adopted by the Landlord and Tenant Board.

### **Policy Process:**

#### **Methods Established to Prevent Tenants from Falling into Arrears**

3. All residents are told at the time that they accept housing with the non-profit that rent is due on or before the first of each month.
4. Residents will be encouraged to provide management with a series of postdated cheques.
5. All residents in receipt of Ontario Works will be strongly encouraged to have their rent paid directly to the non-profit.
6. A secure lock box has been installed on the office door so that residents may leave rent payments in a secure place for the Property Manager, if their schedules do not allow them to meet during office hours.
7. Tenants who issue a cheque which is returned by their bank are:
  - a. Immediately informed of the NSF.
  - b. Asked to immediately replace the cheque including the applicable administrative fee.
  - c. Are notified that no further cheques will be accepted. (This provision can be omitted where a bank error can be proven)

#### **Collection of Current Arrears from Current Tenants**

8. Between the fourth (4<sup>th</sup>) and tenth (10<sup>th</sup>) day of each month, a notice to vacate for arrears of rent Form N4 is issued to every tenant who has neither paid their rent in full nor provided a post dated cheque to cover the full rent for the month. This matter may immediately be forwarded to the Corporation's paralegal representative to proceed through the Tribunal following all Tribunal guidelines and timeframes.

9. If the full amount of rent listed on the notice is not paid by the date noted, the matter will be referred to the Corporation's paralegal representative to proceed to the Tribunal.
10. Judgments may not be immediately enforced if tenants make legitimate arrangements to pay the full amount owing on the judgment, including the filing fees, and maintain all future rents current.
11. Judgments will be immediately enforced against all tenants who make no effort to mediate a settlement.
12. Any tenant who receives three notices to vacate for non-payment of rent (N4) will receive a notice to vacate for persistent late payment of rent for which there is no remedy.

**Collection of Arrears from Former Tenants**

13. Tenants who move from the non-profit with arrears owing, having made no arrangement to repay the money owing, will immediately be placed with the collection agency.
14. Tenants who move from the non-profit with arrears owing may make arrangements to repay the money owing over time. Any realistic payment schedule will be accepted provided the tenant has signed an agreement. If any payments are missed or if a cheque is returned by the bank, the matter will immediately be placed with a collection agency.