

PORT HURON HOUSING COMMISSION  
SENIOR RENT BILL DROP BOX COLLECTION POLICY  
For All Residents of Desmond and Peru Villages

- 1) Effective August 1, 2002, all residents living in Desmond and Peru Villages will receive monthly rent bills in the mail. These bills will be mailed on the 1<sup>st</sup> of each month, or if the 1<sup>st</sup> falls on a weekend or holiday the next business day. This bill will include a return envelope for their payment to be returned.
  
- 2) Payments can be made by:
  - A) **Mailing** them to the Port Huron Housing Commission in the return envelope.
  
  - B) Placing them in the return envelope in the specially marked **Drop Boxes located right in your village near the mail boxes.**
  
  - C) Dropping them off at the Management Office by:
    - \*Placing them in the return envelope in the **Outside Drop Box** located to the left of the lobby door; or
  
    - \*Placing them in the return envelope in the **Inside Drop Box** located under the Receptionist window.
  
- 3) Payments must be in the form of **Check, Charge/Debit Card, Cashier's Check, or Money Order ONLY** no cash payments will be accepted.
  
- 4) Because of not receiving the bills in the mail by the 1<sup>st</sup> of each month,

payments will not be due in full until the 10<sup>th</sup> of each month. After the 10<sup>th</sup> of each month, a late fee will be assessed to all accounts not paid in full in an amount consistent with that noted in the lease. Payments being made in the drop boxes MUST BE IN THE BOX BY 3:00 PM ON THE 9<sup>TH</sup> OF EACH MONTH to avoid the late charge. The Maintenance employees at each site shall pick up and deliver the payments made in the drop boxes to the Housing Clerk.

- 5) Payments returned for non-payment will be charged an NSF fee and will be considered as nonpayment and assessed the late charge if applicable. Amounts to be charged will be consistent with amounts noted in the lease.