

NCIHA Tenant Collections and Eviction Procedures

On or about the 18th of each month, payment coupons are sent to tenants with amount of rent due

All rent is due on the 1st of the month. Payment is late if not stamped and recorded by WFB by the 10th

Tenant pays rent in full by the 10th –tenant in good standing

If tenant does not pay

After the **10th of the month** a \$25 late fee is charged and Delinquency Notices are mailed

Tenant **pays rent in full including \$25 late fee** by the 25th of the month

Tenant does not pay in full by the **25th of the month**. Termination notices are mailed. Tenant has **30 days to pay the full amount**. Hearing Panel meeting date and time is appears in notice

Tenant attends Hearing Panel meeting, requests a Repayment Agreement and complies with terms

TENANT IS REMOVED FROM NCIHA COLLECTIONS PROCESS

No Repayment Agreement, debt remains unpaid-Notice of Decision is mailed to tenant informing status of account

FULL PAYMENT RECEIVED DURING ANY STAGE OF THE COLLECTIONS PROCESS (EXCEPT MUD TENANTS)

No payment received 30 days from the 25th of the month. 3-day Notice is sent to Tenant. Tenant and NCIHA attorney notified of total amount due

Tenant paid rent in full **or** signed a Repayment Agreement for court costs

No payment received. **UNLAWFUL DETAINER** is filed Court Costs apply

Tenant responds to Unlawful Detainer (Disputes). Trial date set, judge hears case

Any Tenant who has received a 2nd **UNLAWFUL DETAINER** within a 12 month period will not be in good standing once Unlawful Detainer is filed (MUD-multiple unlawful detainer)

No payment received. **JUDGEMENT** is entered in Court. Eviction date scheduled and delivered by Sheriff

EVICITION DAY

Sheriff, NCIHA staff at residence for eviction