

Friend Housing Authority

Payment of Rent by Electronic Fund Transfer Policy

This policy shall govern the way **new** tenants pay rent to the Friend Housing Authority "Friendship Terrace".

The purpose of this requirement is to streamline our process, make the most of staff resources and to provide a safer method of rent payments to the Friend Housing Authority.

All tenants with lease dates of January 1, 2023 or later will be required to pay their monthly rent through electronic fund transfer through a bank account. New tenants will have up to 90 days from their initial lease date to provide the Friend Housing Authority with the information needed to allow this electronic transaction to occur.

All tenants with a lease date prior to January 1, 2023 will be grandfathered in and not be required to pay their monthly rent through this means.

Any exceptions to this policy will have to be approved the Executive Director of the Friend Housing Authority.

This policy is effective January 1, 2023 for all new tenants.

Signature of Head of Household

Date

Signature of Spouse/Other Adult

Date

Signature of Executive Director

Date

Resolution 2022-20 Adopted November 22, 2022