

**HOUSING AUTHORITY OF THE CITY OF SEATTLE**

**MANUAL OF OPERATIONS**

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**SUBJECT:** Alternative Rent Due Dates

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**SCOPE:** These policies and procedures shall apply to all low-income housing rental programs administered by the Seattle Housing Authority.

**POLICY:**

The Housing Authority, for the purpose of timely and efficient collection of rental monies due it, has established a standard rent due date for all tenants. Recognizing, however, that on rare occasions individual tenants may have a compelling reason for not being able to pay their rent according to this standard due date.

The Housing Authority shall permit the establishment of an alternative to the standard rent due date, if requested by a tenant. The tenant must support the request with sufficient justification and the Housing Authority is under no obligation to approve such a request unless in the judgment of the Manager, the request will be of benefit to both the Housing Authority and the tenant. The request for an alternative due date may be for one month only or it may be on an ongoing basis for an indefinite number of months. If the request is for only one month, it must be made prior to the time that the rent would be considered to be late. If the request comes after the rent is late, then it will not be granted and all late charges and potential legal charges as may be appropriate shall be applied.