
HOUSING AUTHORITY OF THE CITY OF SEATTLE

MANUAL OF OPERATIONS

SUBJECT: Payment Agreements

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

POLICY:

Although the payment of rent on time and in full is one of the most basic concepts for rental housing, whether subsidized or unsubsidized, there may be occasional times when this is an unrealistic expectation for even the best tenant. Even though rent based upon household income makes the housing relatively affordable, there are other costs associated with routine, daily living, not to mention emergencies, that will stretch residents' cash resources beyond their ability to pay. In cases in which full payment of rent, sundry, or other charges is not possible, the Housing Authority may provide the tenant who has a proven record of reliability with an opportunity to discharge their financial obligations over a period of one or more months, but in no instance shall a payment agreement exceed twenty-four months. Payment agreements should take into consideration:

1. the tenant's ability to pay (source and amount of income)
2. the amount of the obligation to the Housing Authority
3. the amount of time needed to pay off the obligation so as not to impose hardship
4. the tenant's reliability based upon their past history of meeting financial obligations
5. the nature of the circumstances surrounding the request for a payment agreement.

Under no circumstances shall the Housing Authority be obligated to enter into a payment agreement with a tenant if there is reason to believe that such agreement would be to the detriment of the Housing Authority. A payment agreement may be entered into for the balance due of unpaid rent, retroactive rent charges, sundry charges for the repair of tenant-caused damages to the unit, additional security deposits (pets, fences, waterbeds, gardens, locks), legal charges, and/or any other appropriate charges.