

Nelson Housing Authority

151 South East Street-PO Box 254
Nelson, NE 68961
1-402-225-3611
eco4146@windstream.net

RENT COLLECTION POLICY

1. The Rent is due and payable in full on the first (1) day of each month. Cash is NOT an acceptable form of payment. You may pay by check, money order, or direct deposit.
2. If the tenant fails to make the rent payment by the fifth (5) of the month, a notice to pay will be issued to the tenant followed in ten days by a notice to vacate.
3. A 20-dollar late charge or a 2 dollar a day late charge will be assessed to cover the added costs of a rent payment received after the fifth (5) day of the month, whichever is greater.
4. A check returned for non-sufficient funds shall be considered non-payment of rent and in addition to the late charge, a 10 dollar return check fee and a 35-dollar process fee will be charged. (Auto deposit users must abide by the above.) Any tenant whose check is returned for insufficient funds in two (2) successive months shall be required to pay his/her rent by money order for a period of not less than six (6) months thereafter.
5. Fourteen days after sending the notice to vacate (Section 2), eviction proceedings will be started on any tenant who had not paid his/her rent in full. A tenant will be subject to eviction after four (4) consecutive late payments of rent.
6. Once eviction proceedings have started, they shall not be stopped unless rent is paid in full. No partial payment will be accepted.
7. All legal expenses incurred in successful eviction proceedings will be added to the total amount of rent and other charges owed.
8. A tenant who vacates owing the Housing authority shall not be re-housed until his/her account is paid in full.

Rules of Occupancy of the Nelson Housing Authority

1. Be sure to understand our **Rent Collection Policy**. **Rent must be paid in full**. Rent is due by the **1st** day of each month. If rent is not paid by the **5th** of the month, you must have an approved extension. You may pay by check, money order, or direct deposit. **If the tenant fails to make the rent payment by the fifth (5) of the month, a notice to pay will be issued to the tenant followed in ten days by a notice to vacate.** A 20-dollar late charge or a 2 dollar a day late charge will be assessed to cover the added costs of a rent payment received after the fifth (5) day of the month, whichever is greater.
2. The security deposit is \$250.00/single apartment and \$300.00/double apartment. The amount of the security deposit and key deposit will be refunded to the tenant without interest, should they vacate their apartment, and if upon surrender of the unit, if the unit is in good repair and clean. Reasonable wear and tear expected.
3. Tenant must give a written (1) month vacancy notice or will be charged for rent those days.
4. There is a re-examination of your rent every year if you are income based. If you are on Flat Rent, your rent is figured every three years or If you request a re-examination. You will be notified in advance.
5. Report any leaking faucet, etc., promptly. All repairs due to normal wear and tear are not charged for. We do furnish light bulbs and batteries for smoke detectors and replace them each year at inspection time.
6. Periodically someone will visit the unit for inspection. You will be notified of this in advance.
7. Garbage is to be put in plastic garbage bags then placed in the trash dumpsters to the north and the south. **No loose trash.**

8. Only small pins and very small nails are to be used on the walls. This helps to prevent excessive damage to the walls.
9. All apartments have air conditioning. A 20.00 per month excessive electricity fee will be added to your rent during June, July, August, September.
10. Overnight guests. Tenants may have visitors. Report to the office if company will be staying longer than a few nights. The time limit for company is 14 days per year unless special permission is received from the Executive Director.
11. The community room is for the use of the tenants. Be sure and make arrangements with the Director to be sure that it is available for the date and time you want. All individuals using the community room are required to sign a Community Room Rental Policy form, including tenants. However, tenants of the Housing Authority are not required to pay the fee to use the Community Room. All individuals using the community room are responsible for cleaning after use.
12. The washer and dryer are for the tenants use only. There is no extra charge for use at this time. You will need to look at the schedule and fill in a time that is available. Please respect the other tenant's laundry time. Please clean out the lint collection tray after each load. Be sure to read the posted signs in the laundry room.
13. Tenants are allowed to park only one vehicle per apartment in the area in front of the housing. No parking in the stall in front of the mail boxes. Also, there is no parking on the curbs or grass. Upon move-in or move-out, tenants **MAY NOT DRIVE ON THE LAWN** to get closer to the apartments.
14. Littering is prohibited cigarette butts, pop bottles, candy wrappers etc. Please pickup after yourself. There **IS NO SMOKING IN ANY OF THE APARTMENTS.** **Smoking** is only allowed **25ft** from any of the buildings or apartments of the Nelson Housing Authority.
15. No loud music or T.V. Please show respect to your neighbors.