David City Housing Authority

Payment of Rent by Electronic Fund Transfer Policy

This policy shall govern the way **new** tenants pay rent to the David City Housing Authority "Sunshine Court".

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 David City Housing Authority.

All tenants with lease dates of January 1, 2014 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 David City Housing Authority with the information needed to allow this electronic transaction to occur.

All tenants with a lease date prior to January 1, 2014 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 David City Housing Authority.

This policy is effective January 1, 2014 for all new tenants.

_____ _____
Signature of Head of Household Date

_____ _____
Signature of Spouse/Other Adult Date

_____ _____
Signature of Executive Director Date

Resolution 2013-09 Adopted December 5, 2013