



Pittsfield Housing Authority

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Federal Aided Public Housing Rent Collection Policy Enforcement

Effective: April 1, 2025

1. Payment Due Dates:

- Rent is due on the **1st of each month**.
- Payment must be made **no later than the 5th of the month**.
- Payment **must** be in the form of a check or money order – cash will **not** be accepted.

2. Late Payment Protocol:

- If payment is not received by the 5th and no alternate arrangement has been agreed upon, the **PHA will call** the family to discuss late or partial payments.
- **Second consecutive month of non-payment** or failure to pay rental arrears will result in a referral to **budget/mediation services**.
- If the tenant **declines mediation** and continues to not make full payment, a **30-day Notice to Vacate** will be issued.

3. Late Fees:

- A **\$25.00 late fee** will be charged if rent is not received by **4:00 PM on the 5th day** of the month.
- Late fees are due **14 calendar days** after billing.
- If a **grievance hearing** is requested within the required timeframe, the PHA will not take action for non-payment until the grievance process is concluded.
- **Late fee waivers** may be considered for documented **financial hardship** on a case-by-case basis.

4. Returned Checks:

- If a check is returned for **insufficient funds** or written from a **closed account**, rent will be considered unpaid.

Any questions or clarifications regarding the enforcement of the Rent Collection Policy, please reach out to the Public Housing Manager, Chelsea Gancarz, at ChelseaGancarz@pittsfieldhousing.org.

Thank you,

Chelsea Gancarz

Chelsea Gancarz
Public Housing Manager