**Hodgkin House**

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**Rent Arrears Policy and Procedure**

2024

1. Payment Due Date: Rent is due on the 7th day of each month.

2. Late Payment Charges: Residents who make late payments without prior agreement with Hodgkin House management may be charged a 7% late payment charge.

3. Payment Reminder: A reminder will be sent to the resident if rent is not received by the due date.

4. Notice of Arrears: If rent remains unpaid after 28 days, a formal notice of arrears will be issued to the resident.

5. Payment Plan: Residents facing financial difficulties can request a payment plan to clear arrears. Approval is at the discretion of Hodgkin House management and board of trustees.

6. Formal Action: Failure to pay rent or adhere to a payment plan may result in eviction proceedings under section 8 of the Housing Act 1988.

Prior to any formal action being taken, the rent arrears case will be passed to the Hodgkin House board of trustees who will decide on how to proceed. The board’s decision is final.

7. Communication: Open communication is encouraged. Residents should promptly inform management of any financial difficulties affecting their ability to pay rent on time.

8. Record Keeping: All correspondence and payment records related to rent arrears will be documented and kept on file.

9. Confidentiality: Hodgkin House respects the privacy of residents and will handle all rent arrears cases with confidentiality.

10. Review: This Rent Arrears Policy is subject to periodic review and updates by Hodgkin House management.