

PATHWAYS ABILITIES SOCIETY

PROCEDURE: RENT COLLECTION, ARREARS AND RETURNED CHEQUES

Applies to: Management and Tenants

Original Effective Date: January 16, 2023

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Replaces Procedure Dated: Not Applicable

1. Tenants pay their rent on the first day of every month via e-transfer, preauthorized debit or cheque (not encouraged)
2. Late payments are only acceptable when arranged in writing with the Building Manager prior to rent being due.
3. The Building Manager or designate:
 - Contacts the Tenant immediately if payment is late and requests payment be made.
 - Issues a Notice if payment is not received within 5 days of initial payment due date.
 - Issues an Eviction Notice no earlier than 10 days after the date of Notice.
 - May waive the fee if a cheque is returned for other reasons other than insufficient funds (NSF) if deemed justifiable.
4. Tenants:
 - With repeated late payments are subject to an Eviction notice under section 47 (1) (b) of the Residential Tenancy Act.
 - Are responsible for all back rent owing regardless of eviction for non-payment.
 - Pay all rent portions due unless one of the situations as presented in the Rent Collection and Arrears Policy applies.
 - Are responsible for all bank costs relating to a returned cheque and are charged an administrative fee of \$25 for processing a second cheque.