

Exhibit 10
RENT COLLECTION POLICY
Public Housing and Piney Creek North

- A. Rent will be due and payable in advance, without notice, at the Authority Office at 502 Farm Street, Bastrop, Texas 78602 on the first calendar day of each month.
- B. The family must no later than the 5th day of the month contact the Authority and explain the circumstances which will delay the rent and indicate the date on which full payment will be made.
- C. If the Authority agrees to accept payment of rent and other charges later than the 5th day of the month, an agreement will be set forth in writing and indicate the date on which the family is to make full payment of rent and other charges.
- D. The Authority will impose a late charge of \$5.00 for rent payments made after the close of business on the 5th day of the month. Thereafter, the Authority may collect \$1.00 for each additional day the rent remains unpaid during the month it is due not to exceed \$30.00.
- E. A charge of \$30.00 will also be assessed on the second or any additional time a check is returned for insufficient funds or account closed. If check is not honored by the 10th day of the month, the rent will be considered unpaid and subject to the \$30.00 late charge.
- F. If the family has two checks returned for insufficient funds, all future payments must be made by money order or cashier's check.
- G. If the family fails to make payments by the 5th day of the month and the Authority has not agreed to accept payments at a later date, a Demand for Payment Notice will be issued to the family on or after the 6th of the month, demanding payment in full or the surrender of the premises.
- H. If the family fails to make payments by the 10th day of the month and the Authority has not agreed to accept payments at a later date, a Notice to Vacate will be issued to the family on or after the 11th, demanding surrender of the premises.
- I. If the family receives three (3) Notice to Vacate letters in any twelve (12) month period, a fourth (4th) such notice within that time period will be considered a serious violation and grounds for termination of the Lease.
- J. If there is a good reason for an extension of time to pay the delinquent rent, the

Authority may enter into an agreement with the family, which will

1. Be in writing
 2. Be signed by both parties
 3. Require the family to make future rent payments in full not later than the 5th day of the month during which they become due.
 4. Specify the due dates and dollar amounts of periodic payments to be made toward settlement of the past-due balance.
- K. No more than three (3) agreements will be granted in any twelve (12) month period. Receiving pay bimonthly is not a reason for a back rent agreement being granted.
- L. Failure to reach an agreement, or failure of the family to abide by the terms of the agreement, will result in a fourteen (14) day written notice of lease cancellation to the family.
- M. If the family contacts the Authority within the fourteen (14) day notice period and pays the past-due balance in full, the notice of lease cancellation will be rescinded in writing.
- N. If the family does not contact the Authority during the fourteen (14) day notice period and does not pay the past-due balance in full, the Authority may file for eviction.
- O. Once the eviction has been filed, no partial payments on past-due or current rent will be accepted from the family and eviction will be processed in accordance with Federal and state laws and the Lease terms.

Bastrop Housing Authority does not discriminate against persons on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.