

## 1040. Delinquent Accounts

All rents are to be paid at the time the facility is used unless prior arrangements have been made with the manager. Groups paying monthly will be billed at the end of each month.

Failure to pay rent will result in the following:

After 30 days from the bill date a letter of reminder will be sent or the delinquent rent added to the next monthly invoice.

After 45 days from the bill date, the group will be asked to leave the facility, pay all back rents and a \$50.00 late charge.

This policy shall be in force until incorporated in Policy 3001 "Financial Management."