



<b>CVHT LATE FEE SCHEDULE</b>	
20 Days Late	\$30.00
Each Month Late After 20 Days	\$30.00 per month

Leaseholders (Homeowners) may pay lease fees up front at the beginning of the year, pay online or by check, or set up bill pay through their bank. Some leaseholders' lease fees may be paid by the mortgagee.

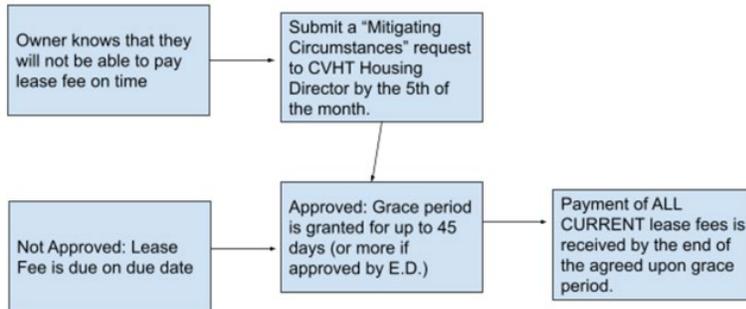
**See pathways & notes below regarding Late Lease Fees**

- There is a grace period of 5 days from the 1st of the month. On the 6th day of the month the lease fee is considered late.
- CVHT is automatically notified when lease fees are 5 or more days late and will send a formal letter with the balance due, a reminder to pay, and an offer to and discuss any difficulties to pay.
- If not paid by the 20th CVHT will send another notice showing the amount due (previous lease fee + late fee + current lease fee due on 1st)
- If there is still no response the Housing Director will log the situation in the CVHT events log and email & call the leaseholder. The email (& phone call) will outline the amounts due, that the leaseholder is in default of the lease and that CVHT wants to cure this as quickly as possible and is concerned the leaseholder may be experiencing financial difficulties.
- After 30 days of original “Notice of Failure to Pay”, the leaseholder is in default of the lease and CVHT will reach out to cure.
- Until current the leaseholder will continue to receive monthly bills and statements.
- The Housing Director must report late lease fees to the Board of Directors on a quarterly basis.
- If there are mitigating circumstances, CVHT must get a notice of the circumstances prior to the 5th day of the month, if received 45 days grace may be given. Any late fees past 45 days must be authorized by the Executive Director. See pathway below.

- Late fees and unpaid lease fees may be deducted from sale proceeds if unpaid at closing.

## Action Pathways for Mitigating Circumstances and Late Lease Fees

### Mitigating Circumstances



### Lease Fee is Late

