

Landlord collection policy

Landlord notices incorrect payment:

If landlord notices an incorrect payment, they should inform SCHA of the payment and refund the money to SCHA within 30 days.

If SCHA notices an incorrect payment for a terminated tenant:

- SCHA will notify the landlord via mail and email if possible. Landlords should refund the amount via check to SCHA within 30 days.

After 30 days:

- SCHA will send a second notice to the landlord, detailing that SCHA may seek legal action in small claims court to retrieve the amount and/or possibly terminate housing assistance contracts.

After 60 days;

- SCHA will visit with the State's Attorney in Stutsman County for legal advice. SCHA may file small claims or pursue the ability to bill the amount to the landlord's bank.

After 90 days;

- If there is no settlement by 90 days, SCHA will collect via direct deposit/billing. SCHA will notify the landlord and bank of the proceedings. If collecting the amount requires 90 days, SCHA will notify HUD and SCHA clients that the housing authority will no longer support clients leasing from the landlord. SCHA will assist clients in moving to another location with an approved landlord.

If SCHA notices an incorrect payment for a continuing tenant:

- SCHA will notify the landlord via mail and email if possible. Landlords should refund the amount via check to SCHA within 30 days.

After 30 days:

- SCHA will withhold the following month's rent and notify the landlord.
- Or; SCHA will send a second notice to the landlord, detailing that SCHA may seek legal action in small claims court to retrieve the amount and/or possibly terminate housing assistance contracts.