

LOTUS RECOVERY HOUSE LEASE AND RENT POLICY

Purpose: To establish guidelines for the determination and collection of all fees and rent to be paid by the resident and lease agreement that meets Landlord Tenant Laws.

1. Policy Guidelines

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- A. Resident is responsible for paying house fees to live at Lotus Recovery House unless otherwise noted by staff. The housing fee to live at Lotus Recovery House is \$75 per week. First payment will be collected on the 1st Monday and then every Monday thereafter. If Monday is a federal holiday fees shall be collected on the next business day. A deposit is not required.
- B. All payments received must be in the form of a cashier's check or money order and collected by the LRH Manager or LRH Director, who will then provide proof of payment using the Lotus Recovery House Rent Receipt. All payments received need to be submitted to the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties' Fiscal Manager upon receipt.
- C. A late payment charge of \$5.00 per day will be imposed for any payment that is more than one (1) day late. Any rent fees not received by the LRH Manager or LRH Director on or before Wednesday of each week shall be considered delinquent. The LRH Manager or LRH Director will provide written notification that they are delinquent and formulate a plan utilizing the resident agreement. The plan of action shall include one or more of the following:
 - a. Entering into a (new) repayment plan;
 - b. Increasing supportive services; and/or
 - c. Eviction/dismissal of the tenant/participant from the Property and/or Program.
- D. All residents shall sign a Lotus Recovery House Residential Lease Agreement upon move in which will be a seven-day renewal-based agreement.
- E. A resident may be requested to leave the premises, with three days-notice, for non-payment of rent, material breach of the lease agreement, breach of duty or obligation imposed by law, or any reason set forth in section 5321.17 of the Revised Code. The *Requesting Tenant to Leave Premises* Form shall be used for this purpose and signed by the Executive Director of the Mental Health and Recovery Services Board of Seneca, Sandusky and Wyandot Counties.
- F. An occupied residence may not be entered without first providing notice using the *Notice of Intent to Enter and Inspect Premises* Form, signed by the Executive Director, except in the case of emergency or when it is impracticable to do so. Reasons for entry shall be limited to one of the purposes stated on the form and a minimum of twenty-four hours-notice must be provided.

G. Reasonable accommodation or modification requests may be made by a prospective or actual resident, or another person on behalf of a prospective or actual resident, verbally or in writing. Requests for reasonable accommodation or modification in rules, policies, practices or services will be considered promptly and addressed in accordance with applicable law in order to afford disabled persons equal opportunity to use and enjoy the residence.

Approved By: Handy

Date Approved: April 16, 2020

Date Revised: N/A