

Late Payment of Housing Charges

Item two of the "Arrears and N.S. F Cheque Policy" in your Member Handbook states "If a member is aware of personal hardships that will prevent payment of housing charges, the member must arrange to meet with the Co-ordinator to explain the circumstances and to make arrangements before the first of the month."

This policy will now be strictly enforced. Any member who is unable to pay the housing charge by the first of the month must come to the Office and sign the "Late Payment of Housing Charges" form.

This form must be signed before the first day of the month; otherwise, the \$15.00 late payment charge will be added to your housing charge.

Members unable to come to the Office during regular working hours may phone to arrange an appointment.

Please use the form on the next page, or pick one up in the Office.