

**REPAYMENT AGREEMENT FOR HOUSING COMPLEXES  
MANAGED BY HUMAN RESOURCE DEVELOPMENT AND EMPLOYMENT, INC. (HRDE)**

I, \_\_\_\_\_ and I, \_\_\_\_\_,  
do hereby agree that I owe \_\_\_\_\_ the amount of \$ \_\_\_\_\_  
as a result of my occupancy at Apartment No. \_\_\_\_\_. This debt is the result of the following  
Lease or Housing Assistance Program violation(s): \_\_\_\_\_

\_\_\_\_\_

A payment of \$ \_\_\_\_\_ is being made this date and I will continue to pay  
\$ \_\_\_\_\_ each month until the balance is paid in full. My monthly payments will be  
due and payable on the \_\_\_\_\_ day of the month and the first monthly payment will  
be due and payable on \_\_\_\_\_.

I have read the Policy Statement below and understand that any failure to abide by  
this Repayment Agreement will result in one or more of the actions listed. I understand that if  
I am unable to meet my scheduled payment, I must notify the Manager, \_\_\_\_\_,  
prior to the due date to explain.

WITNESS MY SIGNATURE this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Manager Signature

## REPAYMENT AGREEMENT POLICY

It is our policy that we will not provide housing assistance to a tenant who has an indebtedness to this company or another federally subsidized project until either the balance is paid in full or a Repayment Agreement has been executed.

Monthly payment amount will be established after a review of all relevant tenant income information. The applicant/tenant will remain in good standing with us as long as all payments are received in a prompt timely manner. Failure to abide by this Repayment Agreement will result in one or more of the following actions:

- A. Applicants will have their applications withdrawn until payment in full has been received.
- B. Tenants will have the unpaid balance turned over to the Magistrate Court or the Credit Bureau for collection of total unpaid balance, plus court costs.
- C. Tenants may have their rental assistance or their lease terminated, according to HUD guidelines, and the Project will pursue further legal remedy for remaining unpaid balance.

It should be noted that this Agreement will be in default when TWO (2) payments are delinquent. When the Repayment Agreement is in default, **NO FUTURE REPAYMENT AGREEMENT WILL BE MADE WITH THE SAME APPLICANT/TENANT. ALL MONIES WILL BE DUE IN FULL.**