

## MODEL MEMO

### Give Staff Instructions for Handling Rent Payments from Nonresidents

This Model Memo is an example of a memo you can give your staff to tell them what to do if they notice that someone other than the resident named on the lease is paying rent. It tells staff to hold off depositing these rent checks; to investigate the situation by going to the resident's unit to see if the resident is illegally subletting; to deposit the check if investigation shows the check to be from an acceptable source, and make a notation to that effect in the resident's file; and to notify management immediately if there's an illegal sublet.

#### RENT CHECKS FROM NONRESIDENTS

TO: **ALL STAFF**  
FROM: **MANAGEMENT**  
DATE: Aug. 1, 2016

If our site accepts rent checks from an illegal subtenant and we must go to court to evict the resident who's illegally subletting his unit, a court may determine that we consented to the sublet. In addition, if this happens with a low-income household, we may no longer be able to count its unit as low income.

To prevent such problems, our staff needs to be on the lookout for rent checks from people other than the resident named in the lease. Here are four steps you should follow if you get a rent check from someone other than a resident:

- 1. Hold off depositing rent checks from nonresidents.** If you get a rent check from someone other than the person named in the lease, don't immediately deposit it.
- 2. Investigate to determine whether resident is illegally subletting.** Visit the unit in question to see if the resident named in the lease is subletting the unit without your consent or in violation of a lease clause that bans subletting.
- 3. Deposit check if it's from acceptable source.** If your investigation shows that the resident isn't illegally subletting and that the check is from an acceptable source, you can deposit the check. Make a notation to that effect in the resident's file.
- 4. Notify management of illegal sublet.** If you find that a resident is illegally subletting his unit, notify management immediately so that we can take appropriate actions.