

**HOUSING AUTHORITY OF THE TOWN OF WHITE CASTLE, LA
POST OFFICE BOX 58 – 55050 VETERANS STREET
WHITE CASTLE, LOUISIANA 70788
PHONE: (225) 545-3967
FAX: (225) 545-9951**

February 29, 2024

NOTICE!!!

NOTICE!!!

NOTICE!!!

TO: All Residents

RE: Change to Late Fee Policy

Rent is due on the 1st of every month. Beginning **April 1, 2024**, late fees will begin on the 5th of every month. All payments must be in the office before the start of business on the 5th of every month to avoid late fees. For example, if the 5th is on a weekday and the payment is not in the drop box by the open of business at 7:00am, late fees will be applied.

If you are not sure of your rent amount, please call during regular office hours to get your balance due before paying rent. Any account with a balance on the 5th of the month will be assessed the \$50.00 late fee and \$2.00 per day for every business day after until the balance is paid in full for the month.

If the 5th of the month is on the weekend, late fees will be applied on the next business day. For example, if the 5th is on a Sunday, the office is closed on Monday for a holiday, late fees will be applied at 7:00am on the Tuesday when the office open for business.

Failure to pay rent by the due date will result in the Constable formally serving you a notice to pay your rent. If the Constable serve you, the fee is \$130.00 added to your balance.

If you have any questions or concerns, please feel free to contact the office at 225-545-3967. Office hours are: Monday-Thursday, 7:00am-4:30pm (closed for lunch from 12:00pm-1:00pm) and Friday 8:00am – 12:00 Noon.

Thank you for your cooperation!