

Rent Collection Procedure

Rent is due and payable on the first (1st) day of each month.

There are two (2) methods of making payments:

Mail check or money order to: Somerville Housing Authority
P. O. Box 277
Medford, MA 02155

Pay in person at any of the following Century Bank locations:

102 Fellsway West, Somerville
376 Mystic Avenue, Medford
2309 Massachusetts Avenue, Cambridge

All payments must include a rent coupon.

2. Housing manager shall mail a Private Conference Notice, for outstanding rent, by 1st class mail, to the resident on or about the 8th day of the month.

3. Housing Manager will, on or about the 14th day of each month, prepare a 14-day Notice to Quit that will be served, by a Constable, upon the resident. Federal subsidized residents will also have the 14-day Notice to Quit served by 1st class mail.

4. Resident file summary shall be forwarded by housing manager to attorney by no later than the last day of each month for review for processing for eviction.