

WHAT TO DO IF YOU'RE LATE PAYING CHARGES

1. If you owe less than \$250 as of the 15th of the month, please pay as soon as you can.
2. If you will owe \$250 or more as of the 15th you must have your house vote to approve a payment plan (get a form from your treasurer).
3. The payment plan must be turned in to the office or Finance Committee no later than the 15th of the month, or eviction proceedings will begin.
4. The payment plan must pay off 50% of your debt in 4 weeks, and 100% in 8 weeks (including any new charges).
5. If you miss a payment on your plan, you will be charged \$20 AND must have a new payment plan approved by your house AND the Finance Committee (if the house isn't taking action, you can come talk to Fincom).
6. If you miss a 2nd payment on your plan, eviction proceedings will be started, and you will be placed on automatic referral.

PLEASE CONTACT THE FINANCE OFFICE OR THE FINANCE COMMITTEE IF YOU HAVE ANY QUESTIONS ABOUT THESE NEW RULES (rswongr@umich.edu, sheilagm@umich.edu, icc.finance @umich.edu)

EVICTION PROCEEDINGS: WHAT HAPPENS

STEP 1:

A Notice to Quit is mailed from the office to the member in debt.

STEP 2:

The member has **7 days** to take appropriate action (pay, or make a payment plan).

STEP 3:

On the 8th day, the Notice to Quit goes to the ICC's attorney.

STEP 4:

The attorney files with the court, and a court date is set which is **1-2 weeks** from the day of filing.

STEP 5:

A Summons and Complaint will be served on the debtor, requesting their presence in court.

STEP 6:

If the debt is not paid before the court date, the court will issue a judgment.

STEP 7:

The member has **10 DAYS** to pay their balance PLUS COURT COSTS, or leave the house.

STEP 8:

If no money is received during the 10 days, the ICC files a Writ of Restitution.

STEP 9:

Within **48 hours**, the Sheriff comes to supervise the removal of the member and his/her belongings.

NOTES:

- This process can be stopped at any point by paying what is owed.
- Any legal costs incurred in the eviction process will be charged to the member.

IF YOU RECEIVE A DEMAND FOR POSSESSION,
NON-PAYMENT OF RENT FORM

1. You have 7 days from the date on the form to take action.
2. You can stop the eviction process by paying your balance to below \$250, OR
3. You can stop the eviction process by having a payment plan approved by your house, having the form completed and signed (see back), and turning it in to the office.
4. If you take no action, you will receive notice of a court hearing, and a judgment will be issued requiring you to pay. Court costs will be added to what you owe.
5. If you still don't pay, you will be evicted from the ICC, and the court will collect what you owe.

WE WANT YOU AS A MEMBER IN GOOD STANDING!
WE DON'T WANT TO GO THROUGH WITH THIS!

PLEASE PAY OR MAKE A PAYMENT PLAN IMMEDIATELY!

There are no fines or penalties
unless you don't take action.