

Ross E Statham

From: Tcaa Admin <TCAA_AA32425@outlook.com>
Sent: Friday, September 10, 2021 2:47 PM
To: Ross Statham (rstatham@tricountyairportfl.com)
Subject: Fw: Past Due Tenant Process
Attachments: Draft Past Due Letter (Step 3).docx; Draft Past Due Letter (Step 2).docx

Please see the e-mail below and the draft letters to be discussed at the meeting on Tuesday. This is our proposal for handling past due tenants.

Thank you.

Brenda J. Wilson
Administrative Assistant
Tri-County Airport Authority
1983 Tri-County Airport Road
Post Office Box 756
Bonifay, FL 32425
Airport Office (850) 547-6519
Airport Fax (850) 547-5198
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From: Tcaa Admin
Sent: Thursday, September 9, 2021 10:10 AM
To: Logan Chappell (lchappell24@gmail.com) <lchappell24@gmail.com>
Subject: Past Due Tenant Process

Month one – access finance charge and note on invoice that account is past due.
Month two- access finance charge and send letter (Draft Past Due Letter – Step 2)
Month three – access finance charge and sent letter (Draft Past Due Letter – Step 3)
Then file the eviction paperwork

If tenant still does not pay file lien on aircraft through the FAA.

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(STEP #2 – PAST DUE LETTER FROM TCAA TO PAST DUE TENANT)

Tenant Name

Address

City, State Zip

[DATE]

Dear Tenant:

I am writing to inform you that your account is past due. You failed to pay your rent on time last month and a finance charge was accessed to your rental account. Payment for this month's rent has not yet been received and finance charge has again been accessed. If payment has been made, please disregard. If payment has not been made, please send full payment due as indicated below within seven (7) days of receiving this letter.

Thank you for your attention to this matter.

Amount Due: _____

Sincerely,

Brenda J Wilson

Administrative Assistant

CC: Tenant File

(STEP #3 – PAST DUE LETTER FROM TCAA TO PAST DUE TENANT)

Tenant Name

Address

City, State Zip

[DATE]

Dear Tenant:

I wrote to you last month notifying you that your account was past due. This is the third month in a row that payment has not been received. Failure to pay your rent voids your lease with the Authority. You will have seven (7) days from the receipt of this letter to bring your account current or the Authority will begin eviction proceedings. Total amount due is indicated below.

Thank you for your attention to this matter.

Amount Due: _____

Sincerely,

Brenda J Wilson

Administrative Assistant

CC: Tenant File