

## **Exhibit 13-4**

### **Repayment Agreements**

A Repayment Agreement (form PW304) is a legal instrument that AHFC may use in court should the family default. Prior to offering the Repayment Agreement, staff will examine the family's income situation carefully. The payment plan should be within the family's ability to pay.

#### **13-4.1 EXECUTING A REPAYMENT AGREEMENT**

In general, print clearly when entering names and dollar amounts. Be sure to fill in each field completely and legibly. Make sure that the Agreement contains all appropriate approvals for terms that are outside the standard parameters.

#### **Instruction - Fill Out a Repayment Agreement**

1. Enter the client number.
2. Print each adult household member name next to "I/We".
3. Enter the total debt due.
4. Provide a brief description of the debt such as:  
"Security Deposit"  
"Maintenance Charges under Work Order XX"  
"Unreported or under-reported income for period XX"  
"Unpaid rent for the month of XX"
5. Collect and enter the down payment.
6. Subtract the down payment from the total debt due and enter the balance on the "My Balance" line.
7. Divide the balance by the number of months to pay. Round **up** to the nearest dollar. Enter the monthly payment.
8. Enter the number of payments (months).
9. Enter the date the first payment is due.
10. Enter any special conditions.
11. Have each adult household member print his/her name.
12. Have each adult household member sign his/her name and enter the date of signature.
13. Have one of the adult household members enter a current mailing address.
14. Have one of the adult household members enter a current telephone number.
15. Print your name.
16. Sign your name and print the date of signature.

If additional approvals are needed, she/he can indicate his/her approval either before or after the debtor executes the Repayment Agreement.

Make a copy of the Repayment Agreement for each adult household member, as they are each individually liable for the entire balance.

### **13-4.2 FILING**

While the repayment agreement is active:

- For Voucher clients, file it on top of the *Contract Information Sheet*.
- For AHFC Tenants, file it on top of the repayment agreement File Index.

Once the repayment agreement has been paid:

- For Voucher clients, file it with the general correspondence.
- For AHFC Tenants, file it in the repayment agreement section of the file.