

**Moorage and Hangar Collection Policy**

*Effective: October 1, 2001*

Adopted: July 9, 2001

Amended January 1, 2009

**Due Date**

Moorage and hangar rents are to be paid in advance and are due on the 1<sup>st</sup> of each month, regardless when an invoice is received.

**Monthly Invoices**

Invoices are mailed, as a courtesy, 10 business days prior to the 1<sup>st</sup> of the month to be billed.

**Payment Application**

Payments are applied to the oldest outstanding invoice(s) first, even if otherwise noted on the payment.

**Late Fees**

Payments not received by 5:00 p.m. on the 10<sup>th</sup> of each month will be assessed a \$25.00 late fee. In the event the 10<sup>th</sup> falls on a weekend or Port-observed holiday, payments retrieved from the afterhours drop box by 8:00 a.m. on the following business day, will be accepted without penalty. *Chronic late payments will not be tolerated (see Chronic Late Payment Guidelines).*

**Late Fee Mailings**

Tenants that are one month past due will be sent a reminder by regular mail. All other notices and warnings will be sent by regular and certified mail. *RCW 53.08.320*

**Securing of Boat or Hangar**

Any tenant two months past due will have their boat/hangar secured. The boat/hangar will remain secured until payment is made in full in cash or cash equivalent. If payment is made by personal check, the boat/hangar will remain secured until the check has cleared the bank. *RCW 53.08.320*

**Submission to Collections**

Any tenant three months past due, who does not currently have a boat or aircraft in their leased space, will have their lease terminated and will be sent to collections. A finance charge of 15% of total amount due will be added to the account balance.

**Foreclosure/Auction Proceedings**

Any tenant three months past due, the boat/hangar remains secured, the tenant will be notified of commencement of foreclosure proceedings if account is not paid in full within 10 days of Certified Notice. The boat/aircraft will be auctioned, to satisfy Port charges, the following month. Attorney fees will be added to the account balance due. The tenant's lease will then be terminated. *RCW 53.08.320*

*Note: The Port Attorney has confirmed that this policy meets all legal requirements.*

**Chronic Late Payment Guidelines**

*Effective: December 1, 2001*

Amended: June 05, 2006

These guidelines support: Article 10 of the Moorage Lease Agreement  
Moorage and Hangar Collection Policy

1. Tenants with three late payments in a calendar year will have their lease amended for a probationary twelve-month period.
2. At time lease is amended, tenant will pay the full account balance due and the current Annual Moorage/Hangar rate. After the probationary period Tenant may go back to the month-to-month Moorage /Hangar rate.
3. Tenants with an amended lease, who default by incurring one late payment after the 12-month Annual probation period, will have their lease terminated. The boat/aircraft, if available, will be secured, and the port will begin the foreclosure process.
4. Tenants with an amended lease, and currently in the eviction process, that would like to pay their account balance, will be notified that payment will not be accepted until a plan is provided, and approved, that details when and how the boat/aircraft will be removed from the leased space. Monthly charges, including late fees, will continue, and the eviction process will proceed, until all charges are paid in full. At time of payment, the boat/aircraft will be released for removal. Payments must be made in cash or cash equivalent.
5. Individuals wishing to return to the Port as tenants who, in a prior year, were sent to collections, and those collections have been paid, will have to abide by rules 1 – 4 in their new lease.
6. Individuals, wishing to return to the Port, that remain in collections or had an unpaid balance written off, shall not be permitted to rent or lease space from the Port until all prior balances, including direct costs of collection and interest (at the rate of 6%), are paid in full. The above rules 1 – 4 shall apply.