

## WAIVER OF LATE PAYMENT FEES

### POLICY NO

**PURPOSE:** To ensure uniformity in handling requests for the waiver of land lease and hangar rental late fees at Brooksville – Tampa Bay Regional Airport.

**BACKGROUND:** The Brooksville – Tampa Bay Regional Airport & Technology Center manages the leases between tenants and the Hernando County Board of County Commissioners. Land Leases, Hangar Rents and other amounts due shall be paid in full on or before the due date specified in the lease agreement, without demand or notice. Any payment not received by the 10<sup>th</sup> of the month shall be deemed delinquent and a late fee will be assessed at a rate stipulated in the lease agreement.

**POLICY:** In cases of hardship, administrative error, or other extenuating circumstances, the Airport Manager may approve up to two (2) late fee waivers per Tenant during the term of the Lease. Any additional waivers must be reviewed and approved in writing by the County Administrator. This exception does not waive future late fees and does not alter the original payment terms. A waiver does not constitute a modification of the Lease or waive the Airport's right to assess late fees for any subsequent delinquency.

Approved for Form & Legal Sufficiency

  
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County Attorney