

RESIDENT NEWSLETTER

Housing Authority of Murray

August 1, 2019



Housekeeping Inspections

August 21st – Ash, North Cherry, Pine, Spruce, L.P. Miller, North 1st, and Chestnut

Policy Reminders

Be sure the office has a **working phone number** for you at all times.

Rent amounts will not be given out over the phone. Come to the office if you need to get the amount or wait for your statement in the mail.

The Housing Authority of Murray is a **smoke free** facility. Smoking in your residence is a direct violation of your lease. Three (3) smoking violations will result in eviction.

Community Service: Be sure that the office has a copy of **each new SNAP benefit letter** to maintain your exemption status.

DO NOT feed stray animals.

If you suspect you have **bed bugs** you must notify the office **immediately**.

PLEASE do not call the emergency maintenance number during business hours. **ONLY** call this number after hours if it is an emergency as defined on reverse side of newsletter.

If a call is made to the After Hours **EMERGENCY** number and it is not an emergency **there will be a \$25 fee charged to your account**. Call the office phone and leave a message. A work order will be placed the following business day.

Allowing a **banned individual** to visit your residence is grounds for eviction.

Maintenance Notes

Please keep porches, yards and sidewalk areas **free of trash and clutter**, this includes cigarette butts. We take pride in keeping our areas looking nice. **Toys/bicycles** are to be stored in the **back** of the unit. If maintenance **has to move** items for the mowing crew **your account will be charged a \$25 fee**.

Please contact the office with any mowing concerns. **DO NOT** interrupt our mowing contractors.

Always bag your garbage before putting it in the garbage can. Also, if your garbage can is full and the **lid is open** the garbage truck **will not stop** and pick it up.

Ellis Center Activity

The **Lego Freebuilding Group** will meet every 4th Sunday of the month from 2:30-4:30 p.m. Ages 8 and up (strictly enforced) are welcome. Adult must stay with child. Legos provided. **Contact Melissa Petik** at: (270)978-3696.

IMPORTANT REMINDERS

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- **Rent is due on the 1st. No rent is taken after 3:30 p.m.**
- **Late fees will be applied on Thursday, August 15th at 3:30 p.m.**
- **Late fees are: \$30 for rent and \$20 for cable.**
- **After hours drop off is available through the slot on the front door.**
- **The office will be closed August 21st at 2:00 pm for the monthly staff meeting and closed to the public August 30th.**
- **Work orders can be submitted on our website www.phamurray.org.**
- **If you suspect any criminal activity on HAM property contact the Murray Police Department at 270-753-1621.**

Emergency and After Hours Maintenance Calls

Call 270.293.3550 After Hours when:

- Your smoke detector is not working properly.
- You have no heat and the outdoor temperature is below 45 degrees.
- You are elderly and your air conditioning is not working.
- You see sparks or smell electrical smoke.
- You do not have power in your unit (if you have partial power, check the breaker panel).
- You have a water leak that cannot be shut off at the valve or allowed to drip into a container or bucket until the next business day.
- Your refrigerator is not working properly and food may potentially spoil.
- If you are locked out, there is a \$50 charge for maintenance to unlock your apartment (if you leave after calling, you will still be charged for the visit). You will need proof that you live in the apartment.

Call 911 for:

- Fires.
- Gas leaks.
- Medical Emergencies.
- Criminal Activity of any kind.

Murray Emergency services will relay certain calls to HAM personnel immediately. Criminal Activity that has been reported to the police should also be reported directly to our office (270.753.5000 ext. 315) on the next business day.