

RESIDENT NEWSLETTER

Housing Authority of Murray

February 1, 2018



Inspections

February 8th:

Ash, N. Cherry, Pine, Spruce, L.P. Miller, N. 1st, Chestnut and reinspects.

Policy Reminders

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.

Any overnight guest who plans to visit for longer than 3 days is to have **written permission** from the office.

Gas powered motor scooters & motorcycles are **prohibited** in the unit and in the yard. They must be parked on the street.

No animal shall be permitted to be loose. All pets are to be taken outside on a leash and kept off other resident's lawns. You are required to clean up animal waste immediately.

Do not park in front of trash cans. It blocks the trash can from the sanitation trucks.

Any tenant who is **evicted** through the court system resulting in a Forcible Detainer and/or Writ of Possession **will be banned** from all HAM properties for one year.

Maintenance Notes

Quartley Pest Control is scheduled for this month.

If you will not be staying in your apartment for any reason, you must set your thermostat to a minimum of 65 degrees. Also, **disconnect water hoses** and turn spigots off completely. If you have failed to do this, and the pipes burst, you will be responsible for the damages.

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

Please keep porches, yards and sidewalk areas of your residence free of trash and clutter. **ONLY** outdoor furniture on porches.

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

IMPORTANT REMINDERS

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- **Rent is due on the 1st.** No rent is taken after 3:30 p.m. daily.
- No rent amount will 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.
- **Late fees will be applied on Thursday February 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 on Monday February 19th to observe President's Day.**
- **The office will close at 2 p.m. on Friday February 23rd for a staff meeting.**