

# RESIDENT NEWSLETTER

Housing Authority of Murray

February 1, 2018



## Inspections

### February 8<sup>th</sup>:

Ash, N. Cherry, Pine, Spruce, L.P. Miller, N. 1<sup>st</sup>, 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 1<sup>st</sup>.** 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 15<sup>th</sup> 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 19<sup>th</sup> to observe President's Day.**
- **The office will close at 2 p.m. on Friday February 23<sup>rd</sup> for a staff meeting.**