

# RESIDENT NEWSLETTER

Housing Authority of Murray

January 1, 2019



## Housekeeping Inspections

January 29<sup>th</sup>-Nash, 9<sup>th</sup>, Broad & Lafollette

## Annual Resident Recertification

**Appointment letters** will be sent this month for the **elderly and the disabled families**. Please bring a copy of your latest reward letter from Social Security.

## Policy Reminders

**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.

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.

**DO NOT** feed stray animals.

## Maintenance Notes

**Quarterly Pest Control** is scheduled for January 28<sup>th</sup>-30<sup>th</sup>. Please see back of newsletter for the schedule.

Due to colder temperatures **do not turn your heat off**, or set it below 60 degrees.

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.

All your water hoses **must be unhooked** and your spigot turned completely off. If you fail to do this and the pipes burst you will be responsible for the damages.

The holiday season is **over** please be **prompt in removing the seasonal decorations** from the windows and porches of your residence. No seasonal inflatables are allowed in the yards.

**Please keep** porches, yards and sidewalk areas in front of your residence **free of trash and clutter**, this **includes** cigarette butts. We take pride in keeping our areas looking nice.

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

## *IMPORTANT REMINDERS*



- **Rent is due on the 1<sup>st</sup>. No rent is taken after 3:30 p.m.**
- **Late fees will be applied on Tuesday January 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 January 21<sup>st</sup> for Martin Luther King Jr. Day.**
- **Work orders can be submitted on our website [www.phamurray.org](http://www.phamurray.org).**
- **If you suspect any criminal activity on HAM property contact the Murray Police Department at 270-753-1621.**
- **Residents are responsible for clearing walkways, porches and steps of ice and snow.**

**January 1, 2019**

TO ALL RESIDENTS

FROM: Faye Dodd, Executive Director

SUBJECT: **PEST CONTROL SCHEDULE FOR JANUARY 2019**

**PEST CONTROL:** The maintenance crew will be performing our quarterly pest control during the month of January 2019. Every resident must remove items from under the kitchen sink on the day that you are scheduled for spraying. Food is to be covered and all your pets are to be contained during the spraying. We will also be changing the filters.

In addition, if we come to your home and are not able to gain entry, or you have not removed everything from under your kitchen sink and cleared the baseboards, we will reschedule and you will be charged a \$25.00 fee.

If a housekeeping issue is reported to the office during this pest control visit, a representative from the office will inspect your unit that day. This is your only notice of our intent to enter.

The following is the pest control schedule for January 2019:

January 28<sup>th</sup>: Nash, 9<sup>th</sup>, Broad and Lafollette

January 29<sup>th</sup>: Cherry St., Ash St., Spruce St., Pine St., L.P. Miller St., N. 1<sup>st</sup> St., Chestnut St. and Ellis Dr.

January 30<sup>th</sup>: Riley Court, Hurt Dr. and Fairlane Dr.

### **Parking**

- **Do not park** in front of **trash cans**. It blocks the trash can from the sanitation trucks.
- **Do not block** any **handicap** access from the street to sidewalk.
- **Do not park** on the **sidewalks**. This is a **city ordinance** and **you can be** fined as well as your vehicle towed at your expense.
- **Be courteous of your neighbors**. If you have guests over please have them park in a nearby parking area instead of the space in front of your neighbors unit.