

RESIDENT NEWSLETTER

Housing Authority of Murray

June 1, 2018



Inspections

June 11th through June 15th
REAC inspection.

Maintenance will deliver a letter with more information regarding this inspection.

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 feed stray animals.

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

It's mowing season again! Keep your yard free of all items and debris. If Maintenance has to move something, you will be charged a \$25 fee. If your items damage the mowing equipment you will be charged for the repairs.

Do not interrupt our mowing contractors.

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

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.

Non-Emergency work orders received after 3 pm will not be entered into the system until the next day.

IMPORTANT REMINDERS

•••

- **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 Friday June 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 June 5th for training.**
- **The office will close at 2 pm on June 27th for a staff meeting.**
- **The office closes from 12-1 p.m. daily for lunch.**
- Work orders can be submitted on our website
www.phamurray.org.