

# RESIDENT NEWSLETTER

Housing Authority of Murray

March 1, 2019



**REMINDER:** Daylight Savings Time **begins** this month. Set your clocks an hour **ahead** on **March 10<sup>th</sup>**.

## Housekeeping Inspections

**March 19<sup>th</sup>**- Ellis and re-inspects

## Policy Reminders

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

**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.

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

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

See the **back of this newsletter** for important resident **parking** information.

## Maintenance Notes

**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.

**Toys/bicycles** are to be stored in the **back** of the unit.

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

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.

Residents **are responsible** for clearing walkways, porches and steps of ice and snow.

If your trash can is full and the **lid is open** the garbage truck will not stop and pick it up.

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.**
- **Late fees will be applied on Friday March 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 closing at 2 p.m. on March 20<sup>th</sup> for a monthly staff meeting.**
- **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.**

## 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. The streets belong to the city of Murray. Residents of HAM **do not** have assigned parking spots. **Do not** harass other residents over a parking spot. Harassing other residents is a **lease violation**.

Contact the HAM office with any questions or concerns.