

# Haltom City Housing Authority Newsletter



April 2024



## **PLEASE READ NEWSLETTER**

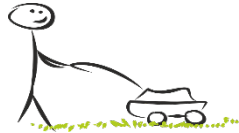
**Our Office hours are 8:30 AM until 4:00 PM. Monday thru Friday.** We also have a new phone system. Please listen to all the prompts. It answers the telephone for us so you will have to pick an extension to speak directly with us. Housing Tech is Myrna, opt 3, Office Manager is Brandy opt 4, and Executive Director is Melisa, at opt. 5. You can either choose one of us to speak with or you may leave a message on the work order extension opt 2. We check it several times a day.



## **ATTENTION**



**UNDER NO CIRCUMSTANCES IS ANY TENANT ALLOWED TO RUN A BUSINESS FROM THEIR UNITS WITHOUT PERMISSION FROM THE HALTOM CITY HOUSING OFFICE. THAT IS UP TO THE DISCRETION OF THIS OFFICE ON WHAT BUSINESS CAN BE RUN IN OUR HOUSING AUTHORITY.**



## **LAWN MOWERS**

**AS A REMINDER AND FOR SAFETY PURPOSES ONLY AGE 18 AND ABOVE TENANTS ARE ALLOWED TO CHECK OUT A MOWER AND MOW YOUR LAWN. DO NOT SEND YOUR UNDERAGE CHILD OR SOMEONE THAT IS NOT A TENANT TO CHECK OUT A MOWER. IT IS NOT ALLOWED.**



## **ATTENTION**



**RENT IS DUE ON THE 1<sup>ST</sup> OF EVERY MONTH. IF YOU DO NOT PAY BY THE 5<sup>TH</sup> OF THE MONTH BY 4:00 PM YOU WILL GET A \$25.00 LATE FEE (Effective May 1, 2023). YOU WILL ALSO RECEIVE A 30 DAY EVICTION NOTICE IF YOU DO NOT PAY RENT ON TIME. TOO MANY TENANTS ARE TAKING ADVANTAGE AND NOT PAYING THEIR RENT ON TIME.**

**IF YOUR RENT HAS RECENTLY CHANGED, PLEASE MAKE SURE TO PAY THE CORRECT AMOUNT OR WE CANNOT TAKE YOUR RENT AND IF PAID LATE YOU WILL GET LATE FEES.**



## **TRASH CANS**



**THESE TRASH CANS MUST BE KEPT AT THE BACK OF YOUR UNIT NOT THE FRONT PORCH. IN ORDER FOR YOUR TRASH TO BE PICKED UP THEY MUST BE ON THE STREET IN FRONT OF YOUR UNIT WITH THE OPENING FACING THE STREET. WE ARE NOTICING A LOT OF TENANTS PUTTING THEM IN THE YARD OR ON THE SIDE STREET. THEY WILL NOT PICK UP YOUR TRASH.**

## **PORCHES**

**Attention: We will be going around the neighborhood and hand delivering letters to tenants that have ignored the green notices left by maintenance. The only items allowed on your front porch and front yard is lawn furniture. Do not keep toys of any kind in your front yard or porch. No wooden furniture unless treated for outside and no indoor designated furniture as it attracts termites.**

## **EMERGENCY WORK ORDERS**

**What work orders constitute a maintenance emergency?** A leak in your house that is flooding it. If this happens go out back and turn off the water until the maintenance can get there. If you need to know where the cut off is, we will be happy to show you. Airconditioning if it is above 90 degrees outside. Heating if it is below 60 degrees outside. GAS LEAK, call the fire department. **What does NOT constitute a maintenance emergency?** Sudden insect invasion such as ants, smoke detector or C2O meter beeping (change the battery), if someone breaks into your unit call 911, if there is a fire in your unit call 911, and if you see someone prowling outside call 911. We are getting a lot of after hour and weekend emergency calls that are not maintenance emergencies and can wait until the next working day. As a reminder we have 24 hours to respond to any work order phone call. **PLEASE DO NOT WAIT UNTIL THE END OF THE DAY TO CALL IN ANY WORK ORDERS.**



**ALL ANNUAL REVIEWS WILL BE DONE IN PERSON. PLEASE WATCH YOUR MAIL FOR YOUR APPOINTMENT DATES AND TIMES. PLEASE LET US KNOW IF YOU NEED TO RE-SCHEDULE IF THAT DATE AND TIME DOES NOT WORK WITH YOUR SCHEDULE. THIS IS A HUD REQUIREMENT AND CONSEQUENCES OF THIS NOT DONE IN A TIMELY MANNER WILL RESULT IN A 30 DAY EVICTION NOTICE. ALSO, WE DO NOT ACCEPT EMAILED DOCUMENTS AS COVID RESTRICTIONS ARE OVER. DO NOT COME TO YOUR MEETING EXPECTING TO EMAIL DOCUMENTS AS YOU WILL BE RESCHEDULED AND IN VIOLATION OF YOUR LEASE FOR NOT DOING YOUR ANNUAL REVIEW. SINCE COVID RESTRICTIONS ARE LIFTED IF YOU ARE NOT WORKING, ON FOOD STAMPS, OR PAST THE AGE RESTRICTIONS YOU ARE NOW REQUIRED TO DO COMMUNITY SERVICE. NO EXCUSES AND IF YOU NEED ADDITIONAL INFORMATION PLEASE COME TO THE OFFICE.**

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### **Things to remember:**



- ✓ Rent is due on the first and late after 4:00 PM on the fifth.
- ✓ You will be charged for any abuse to the property. ( Including damage caused by negligence.)
- ✓ You will be charged if you flush wipes down the toilet and if you pour grease down the sink. Do not put food down the sink.
- ✓ Report all income changes within 10 days in writing. (Please see HOTMA rules for rent changes)
- ✓ Report any income changes before the last working day of the month so that your rent can be changed for the next month. If we do not have time to verify the change it will not be in effect until the month after verification.
- ✓ If you need documents from us there will be 24 hours turn around. NO MORE LAST-MINUTE REQUEST WILL BE GRANTED.
- ✓ Do not try to talk to the maintenance crew when they are on property as they are trying to do their jobs and do not need the distraction.
- ✓ You are only allowed to have guest for 15 days per year per your lease. Do not allow anyone to live with you.