

# Haltom City Housing Authority Newsletter

# JANUARY

## 2025

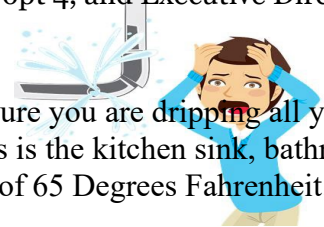
# HAPPY NEW YEAR!

## 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.



## FREEZING TEMPERATURES



If the outside temperature is below 32 degrees (which is freezing) please make sure you are dripping all your faucets and leaving cabinet doors open so that the heat can get to the pipes. This is the kitchen sink, bathroom sink, and bathtub. You also need to keep your house temperature at a minimum of 65 Degrees Fahrenheit.

## REMINDER TO REPORT ALL INCOME

**ALL INCOME IS COUNTED AS INCOME WHETHER IT IS EMPLOYMENT, CHILD SUPPORT, CASH APP, VENMO, ZELLE, AND ECT. IF IT IS COMING INTO YOUR BANK ACCOUNT IT IS COUNTED AS INCOME PER HUD. DO NOT BE SURPRISED IF YOUR RENT INCREASES AT YOUR ANNUAL REVIEW TO REFLECT ALL INCOME.**

## RESULTS OF NOT REPORTING ALL INCOME INCREASES

**WE HAVE MANY TENANTS WHO DID NOT REPORT THEIR INCOME INCREASES. THIS ACTION RESULTS IN THE CONSEQUENCE OF RETRO-ACTIVE RENT. THIS COULD POSSIBLY ADD UP TO A LARGE SUM UP FRONT, OR HALF-THE -AMOUNT , THEN PAYING THE REST PER MONTH OVER A 12 MONTH PERIOD. IF YOU REFUSE TO PAY THE RETRO-ACTIVE RENT YOU OWE IT IS AN EVICTABLE OFFENSE. HUD AND OUR POLICY REQUIRES YOU TO REPORT INCREASES AND DECREASES IN INCOME WITHIN 10 DAYS.**



## 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 BE CHARGED \$ 5.00 PER DAY AFTER UNTIL YOU PAY YOUR RENT UP TO \$ 100.00. 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.**

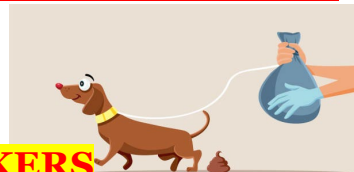
**IF YOUR RENT HAS RECENTLY CHANGED, PLEASE MAKE SURE TO PAY THE CORRECT AMOUNT OR WE CANNOT TAKE YOUR RENT AND IF PAID LATE YOU WILL GET LATE FEES.**

## 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.**



IMPORTANT



### **ATTENTION PET OWNERS AND SMOKERS**

**THERE ARE LEASH LAWS IN HALTOM CITY, DO NO ALLOW YOUR ANIMAL TO ROAM THE NEIGHBORHOOD OFF A LEASH. YOU MUST PICK UP ANY DEFICATION LEFT BY YOUR PET NO EXCEPTIONS OR YOU WILL HAVE TO GET RID OF YOUR PET.**

**SMOKERS – DO NOT SMOKE WITHIN 25 FEET OF ANY UNITS AND DO NOT DISCARD YOUR CIGARETTE BUTTS ONTO THE GROUND OR YOU WILL RECEIVE A SMOKING VIOLATION. FOR THE TENANTS CONTINUING TO SMOKE MARIJUANA ON PROPERTY STOP THIS CAN GET YOU IMMEDIATELY EVICTED, QUIT SMOKING MARIJUANA IN YOUR UNIT AS YOU SHARE ATTIC SPACE WITH YOUR NEIGHBOR AND THEY CAN SMELL EVERYTHING.**

### **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 guests for 15 days per year per your lease. Do not allow anyone to live with you.**



**ATTENTION: ANYTIME THE BIRDVILLE I.S.D. IS CLOSED FOR INCLEMENT WEATHER WE WILL ALSO BE CLOSED TO KEEP ALL OF OUR STAFF SAFE. THE OFFICE STAFF WILL WORK FROM HOME SO YOU MAY CONTINUE TO CALL THE OFFICE NUMBER AT 817-834-3131, Opt. 3 Myrna, Opt. 4 Brandy, or Opt. 5 Melisa. DURING THESE TIMES PLEASE ONLY CALL THE EMERGENCY WORK ORDER NUMBER IN AN EMERGENCY.**

**817-988-2007.**