

SMITHFIELD HOUSING AUTHORITY

Contact the Office:
919-934-9491 P; 919-934-1442 F



IMPORTANT INFORMATION

- ◆ The SHA Board of Commissioners meeting will be held on Wednesday April 16th, 2025 at 4:00 pm. Contact the Office for more information.
- ◆ As a reminder, you should be reporting **ANY and ALL** changes in your income and household composition within **10 days** of any changes. Failure to do so is a lease violation and can result in back rent or charges to your account.
- ◆ Please be advised that any payments on your account should be paid **in the month that they are due**. Failing to pay charges in a timely manner will result in court papers being drafted for non-payment.
- ◆ Any payments left in the drop box do NOT need to be in an envelope. Just make sure your address and signature are clearly legible on your payment! When paying via check, please keep in mind you do NOT sign the back of your check!
- ◆ **Please be aware if you do not receive your monthly statement in the mail, you are still responsible for paying your rent. If you do not receive your statement by the first of the month, please contact the Office to find out your balance or to pick up a copy of your statement.**
- ◆ If you are experiencing issues with any of your neighbors, please contact the Office and we will address any problems.

April 2025

SHA LOBBY HOURS

Monday: 9 am-4 pm
Tuesday: 9 am-4 pm
Wednesday: 9 am-4 pm
Thursday: 9 am-4 pm
Friday: by appointment only

Office Closed:

The office will be closed Friday, April 18, 2025 and Monday, April 21, 2025 in observance of the holiday.

BAN LIST

The SHA Ban List was last updated **January 15, 2025**.

We have the ban list posted at all times in the lobby. If you would like an updated copy mailed to you please contact the Office!

LEASE VIOLATIONS

Below are some common occurrences the Office has noted throughout our communities that are considered lease violations. Please remember that repetitive lease violations can result in the termination of your lease:

- ◆ This is a reminder that SHA is smoke free and there is **NO smoking** on any SHA property. This means you are not permitted to smoke in your unit or on your porches. If you, your household members, or guests, are seen or reported to be smoking on SHA property this is considered a lease violation!
- ◆ Any and all pets must be reported to the Office prior to living in your unit. Having pets in your unit without following the necessary steps is a violation of your lease and the SHA Pet Policy and will result in the removal of the pet from the home.
- ◆ Also, you **MUST** keep pets on a leash when outside and **MUST** clean up after them. Failure to do so is a violation of your lease and the SHA Pet Policy and will result in the removal of the pet from the home.
- ◆ Allowing individuals who have not been approved to live on SHA to reside in your unit is a lease violation, as well as inviting individuals who are on the ban list onto SHA property or into your unit!

MAINTENANCE

- ◆ **Please remember to call the Office for any work orders. The only time you should call the Emergency Work Order number if there is an emergency after hours or on weekends. If you have an emergency work order during normal business hours, please contact the Office at (919) 934-9491. If we miss your call, please leave a voicemail and we will make sure your work order is put in!**
- ◆ **If you are unsure if a work order qualifies as an emergency, please check the Emergency Maintenance Call list. This information can be found on our website, or if you would like a physical copy please contact the Office and we can send one to you!**
- ◆ **If you have a leak in your unit, please call it in ASAP! While waiting for maintenance staff to come out and address your work order, please avoid using the appliance or faucet where the leak is coming from and leave a bucket or pot to catch any water and avoid damage to your unit.**
- ◆ **Please keep in mind SHA does charge for maintenance work if you are responsible for the damage. To see what we charge for and the prices, please check our website, or you can request a physical copy of the Standard Maintenance Charge list and one will be sent to you.**