



SMITHFIELD HOUSING AUTHORITY

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

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 for the Christmas Holiday December 24 - 26, 2024.

The Office will also be closed December 31, 2024 - January 1, 2025 for the New Year's Holiday.

BAN LIST

The SHA Ban List was last updated September 12, 2024.

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!

IMPORTANT INFORMATION

- ◆ The SHA Board of Commissioners meeting will be held on Wednesday December 18th, 2024 at 4:00 pm. Contact the Office for more information.
- ◆ **Smithfield Housing Authority does offer scholarship opportunities for graduating seniors! If your child is interested, please contact the Office for more information.**
- ◆ As we approach the holiday season, please remember you are permitted to have guests; however, guests cannot stay longer than 7 days without SHA approval.
- ◆ 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.
- ◆ If you are interested in having cable installed in your unit, you **MUST** contact the Office for a member of Maintenance staff to be present during the installation. Outside companies are **NOT** permitted to do work on any SHA units without approval from a staff member.
- ◆ The trashcans near the mailboxes on SHA property are for mail trash **ONLY!** Do NOT use them for trash from your unit or vehicle!
- ◆ If you are experiencing issues with any of your neighbors, please contact the Office and we will address any problems.

DECEMBER

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!
- ◆ Failing to properly dispose of any trash in a proper manner—meaning throwing your trash away in **your designated trashcan and NOT on the ground**, is considered a lease violation. If maintenance staff has to clean up your trash, you will be charged.
- ◆ 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 Emergence 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!**
- ◆ 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.
- ◆ If you believe you have a pressing work order, i.e. a potential leak in your unit or your fridge is not cooling, please do NOT wait to call it in. Calling in these work orders sooner rather than later helps maintain the integrity of our units.

