

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 January 15th, 2025 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 a reminder, you should be reporting **ANY and ALL** changes in your income and household composition within **10 days** of any changes.
- ◆ Please make sure you are throwing your trash away in **YOUR** units trashcan. You should not be using your neighbors or the mail trashcans for your personal trash. This is also a reminder that you should not leave any trash laying on the ground — this is a violation of your lease.
- ◆ If you have a pet in your unit that goes outside, remember they must be on a leash at all times when outside your unit. This is in accordance with the SHA Pet Policy as well as the Town of Smithfield's Town Ordinance.
- ◆ Please be mindful of your neighbors when it comes to noise levels—whether you have guests in your unit or are listening to music, we ask that noise levels are reduced during the night.
- ◆ If you are interested in getting Brightspeed internet at your unit, be aware SHA is currently not equipped to accommodate for Brightspeed. Contact the Office if you have any questions.

January 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

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!

OFFICE CLOSED:

The Office will be closed 1/1/2025 for the New Year's Holiday.

The Office will also be closed in observance of Martin Luther King Jr. Day, 1/20/2025.

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:

- ◆ Failing to report changes to your household income and composition is considered a lease violation. These changes should be reported within 10 days of the change and verifications/documents should be turned in ASAP! Failure to do so can result in back rent or charges to your account.
- ◆ Leaving appliances, indoor furniture, or other miscellaneous items in your yard or porch is a lease violation. This brings down the overall appearance of our properties and any items should be disposed of properly if you are no longer keeping them in your unit.
- ◆ As always, 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!

HAPPY NEW YEAR!

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.

