

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 March 19th, 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.
- ◆ 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!
- ◆ **Trash cans must go behind your unit, NOT left in the front yard or beside your unit. If Maintenance staff has to move your trashcan it will result in a charge to your account.**
- ◆ **Do NOT have any cable, fiberoptics, or internet service installed without contacting the Office first!**
- ◆ No alterations are to be made to your unit, including painting your walls or cabinets or the use of contact paper on any surfaces.

March 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
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!

OFFICE CLOSED:

There are no scheduled days the Office will be closed this month.

MAINTENANCE INFORMATION AND ISSUES

- ◆ 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!
- ◆ 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.
- ◆ With the cold weather we are experiencing, please make sure your thermostats are set to “Heat” and NOT “EM Heat”. Leaving your thermostat on emergency heat will cause your unit to work nonstop and will result utility overages.
- ◆ 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.

PEST CONTROL INFORMATION

- ◆ If you see any bugs in your unit, please contact the Office to be placed on the next scheduled Pest Control rotation! Pest Control is on the property the first and third Tuesday of every month.
- ◆ Remember to leave your storm doors unlocked on days pest control days so Maintenance and Pest Control can treat your unit. If you do not remember when your regularly scheduled pest service is, please contact the Office to request a copy of the Pest Control Schedule.
- ◆ Do **NOT** throw grease or food into your yard or your neighbor’s yard - throwing such things outside can lead to pest issues for yourself and your neighbors! Any grease or food waste should be disposed of properly in your trashcan.
- ◆ Food waste and garbage should also be properly disposed off and taken out of your unit frequently. Make sure if you spill drop things you are cleaning it as leaving food out can also attract pests—bugs or mice.