



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 Columbus/
Indigenous Peoples'
Day; Monday, October
14, 2024.

The Office will also be
closed for staff training
October 9 - 11 2024.

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 October 17th, 2024 at 4:00 pm. Contact the Office for more information.
- ◆ Starting in September, SHA started accepting online payments; however, **we are still accepting money orders, cashiers checks, and personal checks. Please use whichever method works best for you!** If you have any questions regarding online payments, please contact the Office.
- ◆ Smithfield Housing Authority does offer scholarship opportunities for graduating seniors! If your child is interested, please contact the Office for more information.
- ◆ Please remember you should be pulling your trashcan behind your unit after your trash has been picked up. When putting bulk trash out for pickup, please do so the night before pick up. Items should be left on the curb and should not be blocked by cars—otherwise it may not be collected.
- ◆ 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.
- ◆ As hurricane season continues, please make sure you and your household are prepared in the event of an emergency.
- ◆ If you have a vehicle on SHA property, it must be in working condition and **MUST** have up to date tags. If not, your vehicle will be towed at your expense.

October

ANNUAL INSPECTIONS

Annual Inspections will be held this month **October 15th - 18th 2024**. Below is a list of things you should look out for or prep in anticipation of inspections:

- ♦ All windows should be clear and accessible - blocked windows are considered a “blocked egress” and is considered a safety hazard.
- ♦ Stoves and ovens should be kept clear of any hazardous materials (i.e. paper or cardboard products, grease filled items, etc.)
- ♦ If your unit has emergency alarm cords, make sure the cords reach the floor and are not blocked by any furniture.
- ♦ Some work orders you may not think to call in or may overlook, but should be brought to SHA attention include: cracked light switch and outlet plates; GFI’s that are not working; loose door knobs, towel bars, or toilet paper holders; loose toilet seats; torn or ripped fridge and freezer gaskets, and burnt out lightbulbs.



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.**
- ♦ Contract based work will be continuing into October in some communities. Please keep a look out for any flyers detailing if and when they are coming to your neighborhood!
- ♦ Grill Use: when using your grills make sure they are at least 10 feet away from any buildings in the case of flare ups. You will be held responsible if your grill use causes any fire damage to your unit.
- ♦ Remember not to pour food or grease down your drains as it results in stop ups, back ups, and charges to your account.
- ♦ Do not park or drive on the grass on SHA property, especially as the ground is very wet from all the rain we’ve been receiving. Driving through the grass can result in large ruts that will add a charge to your account as well.
- ♦ If you believe you may have a leak in your unit, please call it in ASAP! This can help minimize damage to your unit and help avoid excess water overages.

