



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 Labor Day; Monday,
September 2nd, 2024.

BAN LIST

The SHA Ban List was
last updated August 5,
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 September 18th, 2024 at 4:00 pm. Contact the Office for more information.
- ◆ Starting in September 1st, SHA will start accepting online payments! If you have any questions on how to set up your account, please contact the Office for additional 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.
- ◆ You are permitted to have visitors, but please be mindful you are responsible for the actions of your guests! Any guests who stay with you may not stay in the unit for longer than 7 days consecutively and no more than 30 days in a year.
- ◆ While it is not mandatory, we do encourage residents to invest in renters insurance. Renters insurance can help cover you in the event of any loss or damage to personal or stolen property.
- ◆ Fire safety is extremely important, not only for your own household, but for your neighbors and community as well. Some fire safety tips include: do not leave candles or incense burning while you sleep or when you leave your home, never leaving your stove unattended while cooking, and keeping lighters and matches away from children.



SEPTEMBER

PEST ISSUES

Pests, of any and all kinds, can be avoided by following some easy steps:

- ◆ **Clean and remove clutter** - keep your unit clean by mopping and sweeping floors, wiping down surfaces, and throwing out any cardboard or trash.
- ◆ **Calling in work orders for leaks** - roaches are attracted to moisture and fixing leaks can avoid them!
- ◆ **Removing food sources** - keep food put away and sealed, keep crumbs off floors and surfaces, and take your trash out regularly.
- ◆ **Letting pest control in to spray** - letting pest control in to spray your unit is mandatory in accordance with your lease and helps prevent pests for you and your neighbors!

If you see ANY pests in your home, such as: roaches, mice, etc., please contact the Office IMMEDIATELY so we can start treatment on your unit. There is no reason to tolerate pests in your home. Failure to report a pest issue can result in poor safety and sanitary conditions and raises the odds of pests entering your neighbors home as well.



MAINTENANCE

- ◆ **ANNUAL INSPECTIONS: annual inspections are scheduled for October 16 - 18, 2024. Keep an eye out for flyers with more information coming out soon!**
- ◆ Please remember, you should not be making any alterations to your unit. This includes but is not limited to: painting your cabinets or walls, gluing down carpeting, and installing personal locks on any doors (interior or exterior). Your account will be charged for any damages or repairs that must be done as a result of these self-made alterations. If you have any questions on something you want to do or want done in your unit, please contact the Office.
- ◆ It is your responsibility as an SHA resident to call in any work orders you have. If there are any issues in your unit please contact the Office to put in a work order. If we are unable to catch your call at the time, please leave us a voicemail and we WILL make sure a work order is made and given to Maintenance. If you do not let us know what is going on, we are not aware of any issues!
 - ◆ As a reminder, please do not contact the Emergency Work Order number during normal business hours. This number is for after hour and weekend emergencies only and is not answered during normal business hours.
- ◆ Please do not drive or park on the grass on SHA property. Any ruts caused from your vehicle may result in a charge to your account.