

# Haltom City Housing Authority Newsletter



October 2022



## PLEASE READ NEWSLETTER

Our Office hours are 8:30 AM until 4:00 PM. Monday thru Friday. We also have a new phone system. Please listen to all the prompts. It answers the telephone for us so you will have to pick an extension to speak directly with us. Housing Tech is Myrna, opt 3, Office Manager is Brandy opt 4, and Executive Director is Melisa, at opt. 5. You can either choose one of us to speak with or you may leave a message on the work order extension opt 2. We check it several times a day.

**WARNING**

**ATTENTION**

**IF YOU SMELL GAS, PLEASE REPORT IT TO US IMMEDIATELY OR CALL THE FIRE DEPARTMENT, DO NOT WAIT.**

## REMINDER

**YOU, AND YOU ALONE ARE RESPONSIBLE ON WHOM YOU ASSOCIATE WITH AND INVITE OVER TO YOUR HOME. IF YOU ALLOW A GUEST TO STAY AT YOUR UNIT THAT IS A VIOLENT CRIMINAL WITH FELONIES YOU WILL GET EVICTED. YOU WILL ALSO NOT BE ALLOWED TO REQUEST A GRIEVANCE HEARING. IS YOUR HOUSING REALLY WORTH PUTTING IN JEOPARDY? THIS VIOLATES THE HEALTH AND SAFETY OF OTHERS WHICH IS A VIOLATION TO YOUR LEASE.**

## LAWN MOWING AND LAWN MOWERS



Lately we have had numerous tenants get notices to mow their lawns then turn around and ask if our maintenance can mow their lawns for them. **THE ANSWER IS NO!** It is your responsibility to mow your own lawn not our maintenance team. **We provide lawn mowers and gas for them every Thursday and Friday.** You agreed to this when signing your lease so by not mowing your lawn it is a lease violation. The \$50.00 fee is mean't to be a punishment for us mowing your lawn not a fee for our maintenance to do it for you. So, what this means is that the lawn mowing fee will increase as a lot of you do not mind paying the fee. **YOU NEED TO FIND YOUR OWN LAWN SERVICE IF YOU CHOOSE NOT TO MOW YOUR OWN LAWN OR GET FINED.**



**DO NOT WAIT UNTIL THE END OF THE DAY TO CALL IN ANY WORK ORDERS.** IF YOUR AC HAS NOT BEEN WORKING ALL DAY THEN CALL IT IN IMMEDIATELY. WE ARE HAVING TOO MANY PEOPLE WAIT UNTIL WE ARE ABOUT TO CLOSE THE OFFICE TO CALL THEIR EMERGENCY WORK ORDERS IN THAT CAN BE REPAIRED DURING OFFICE HOURS.

## ATTENTION

**RENT IS DUE ON THE 1<sup>ST</sup> OF EVERY MONTH. IF YOU DO NOT PAY BY THE 5<sup>TH</sup> OF THE MONTH BY 4:00 PM YOU WILL GET A \$20.00 LATE FEE. YOU WILL ALSO RECEIVE A 30 EVICTION NOTICE IF YOU DO NOT PAY RENT ON TIME. TOO MANY TENANTS ARE TAKING ADVANTAGE AND NOT PAYING THEIR RENT ON TIME. DO NOT DEPEND ON ANYONE ELSE TO PAY WHAT IS YOUR REPSONSIBILITY.**



## TRASH AND RECYCLING DAYS

### NEW TRASHCANS

**Waste Connections is delivering new trash cans. These must be kept at the back of your units.**

**FROM THE WASTE CONNECTION WEBSITE**

#### PLACEMENT OF THE CART

**PLACE YOUR CART WITH THE LID CLOSED AND THE LID OPENING FACING THE STREET. ALSO, PLEASE PLACE THE CART ON THE STREET WITH THE BACK OF THE WHEELS UP AGAINST THE CURB.**

**As a reminder Trash and Recycling runs on Tuesdays and Trash only runs on Fridays. PLEASE DO NOT PUT YOUR TRASH OUT UNTIL THESE DAYS. We have had numerous tenants put theirs out days before the trash runs. Do not keep your trash can on your front porch. If your trash is torn up and blown all over your yard, or your neighbor's yard please pick it up. You will be charged if we must pick up your trash or recycling.**



### WORK ORDERS

**We hope that all our residents are being safe and taking good care of themselves. Please let us know when calling a work order in if you are not feeling well, running fever, or have a positive COVID-19 test so that we can protect our staff. Please make sure to call all work orders in first thing in the morning so that we can make sure to do them the same day. If you call at closing time, then the work orders will be done the next business day unless it is an emergency. The emergency work number is for emergency work orders only. EMERGENCY WORK CELL 817-988-2007**



**IMPORTANT**



**ALL ANNUAL REVIEWS WILL BE DONE IN PERSON. PLEASE WATCH YOUR MAIL FOR YOUR APPOINTMENT DATES AND TIMES. PLEASE LET US KNOW IF YOU NEED TO RE-SCHEDULE IF THAT DATE AND TIME DOES NOT WORK WITH YOUR SCHEDULE. THIS IS A HUD REQUIREMENT AND CONSEQUENCES OF THIS NOT DONE IN A TIMELY MANNER WILL RESULT IN A 30 DAY EVICTION NOTICE.**

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#### **Things to remember:**

- ✓ **Rent is due on the first and late after 4:00 PM on the fifth**
- ✓ **You will be charged for any abuse to the property.**
- ✓ **You will be charged if you flush wipes down the toilet and if you pour grease down the sink. Do not put food down the sink.**
- ✓ **Report all income changes within 10 days in writing.**
- ✓ **Report any income changes before the last working day of the month so that your rent can be changed for the next month. If we do not have time to verify the change it will not be in effect until the month after verification.**
- ✓ **If you need documents from us there will be 24 hour turn around. NO MORE LAST-MINUTE REQUEST WILL BE GRANTED.**
- ✓ **Do not try to talk to the maintenance crew when they are on property.**
- ✓ **You are only allowed to have guest for 15 days per year per your lease. Do not allow anyone to live with you.**

