

THOMASVILLE AND BOSTON HOUSING AUTHORITY NEWS



We wish you a very merry and blessed Christmas! We hope you make many happy memories with your family as we remember what this season is all about...celebrating the birth of Jesus.

OFFICE CLOSURE

Due to the holidays, the administrative office will be closed beginning Thursday December 21st and returning on Wednesday, December 27th. As always, if you have an emergency you may call the emergency work order line at 403-7436 and maintenance will respond to your request. A list of emergency work orders can be found on page 2 of this newsletter. All other non-emergencies will be handled when we return.

OUTREACH AT CHEROKEE

Saturday, December 9th is the next outreach The Church of Hope is sponsoring. This month it will be at Cherokee Homes from 11:00 am – 1:00 pm. Clothing and shoes for women, children and men will be available along with other items and yes, it's all at no charge. So make sure you go see them on the complex grounds and thank them for their generosity. Snacks and juice drinks will be available

while you're there so go enjoy. November's outreach at Normal Park was a big success!

BINGO

The Bingo Club will be going to O'Neal's for a Christmas lunch on Wednesday, December 6th at 11:00. We will enjoy some good food and fellowship and prizes will be given away to some lucky winners. We'd also like to welcome our newest member, Lisa Lewandowski, to the club.

ANNUAL INSPECTIONS

Annual inspections at Sunset Terrace and Rosedale Terrace in Boston have now been completed. Thank you to our residents for calling in work orders when needed and keeping their units and yards clean. Thanks also to our maintenance department for doing such a great job!

RECERTIFICATIONS

It's almost time for annual recertifications. They will begin in January so be on the lookout for your appointment day and time. This gives everyone ample opportunity to get their current information ready to bring to their appointment. If anyone in your household is required by HUD to do community service, their hours need to be turned in before your appointment. It is the Head of Household's responsibility to see that this is taken care of.

RECERTIFICATIONS REMINDER

If you haven't received your appointment letter yet for your annual re-certification, no worries, letters will be mailed out around the end of December with dates and times to re-certify. Just a reminder you

must bring in ALL income for the household and anyone over 18 MUST come in with you to sign documents. Let's all try to make this a smooth process. Thank you for your cooperation.



RESIDENT REMINDERS

*Please make sure your garbage can is not overflowing and the lid will close. This will stop trash from falling out on the ground into the complexes. Thank you!

*YOUR GARBAGE CAN MUST BE PULLED BACK TO YOUR UNIT THE SAME DAY IT'S PICKED UP.

*Maintenance runs the dump wagon on Thursdays for any items that you need picked up. Please wait until Wednesdays to put items out. Thank you!

*Items are not allowed to be left on porches. If you are warned and ignore those warnings, the items will be picked up and disposed of.

*Remember smoking is not allowed in our units under any circumstances.

*Inspections are the week of the 18th this month. Be sure to have your apartment ready by keeping everything clean and neat. REPEATED RE-INSPECTIONS WILL RESULT IN BEING PLACED ON HOUSEKEEPING PROBATION.

*Call the office if your garbage can is damaged and we will inform the city and have it repaired or replaced for you. Also, PLEASE PUT GARBAGE IN BAGS BEFORE PLACING IT IN YOUR CAN TO KEEP IT CLEAN. Thank you!

DECEMBER DATES TO REMEMBER

- Dec. 1 – Rent due
- Dec. 6 – Bingo Club Christmas lunch at O'Neal's
- Dec. 11 – Last day to pay rent before late fees

- Dec. 12 – Late fees
- Dec. 13 – Games at College Terrace Comm. Bldg.
- Week of Dec. 18 – Pest control/Meter reading
- Dec. 21 – First day of winter
- Dec. 21 – Holiday – Office closed
- Dec. 25 – Christmas – Office closed
- Dec. 26 – Holiday – Office closed
- Dec. 26 – Last day to pay rent before Dispos
- Dec. 27 – Dispossessorys for non-payment

Our Maintenance Department is open for emergency work orders 24 hours a day, 7 days a week.

EMERGENCY WORK ORDER #403-7436

1. Gas leak or smell
2. Main sewer line backed up
3. Stopped up toilet (if running over on floor)
4. Main water line break
5. Apartment is flooded.
6. Heater is out if below 32 degrees F or not after 10:00 pm
7. Power is out.

LATE NOTICES

Remember, the late notices are added after the 5th working day of each month. If you receive a late notice for past due rent, you have fourteen (14) calendar days to pay. This will not always be the same date every month. After the 14 days, if rent is still not paid you will be turned over to the Magistrate Court and charged an additional \$80. Then, if rent is not paid in the next 7 days a Writ of Possession is issued and the Magistrate Court sets a date and time to set out a tenant's belongings with an additional \$25 added to the account.

In order to avoid a late fee, rent must be paid in the office or put in the drop box BEFORE late fees are added. It doesn't matter when the money order is dated. If it is not turned in to the office by the due date, then it is considered late. Remember that rent and utilities must be paid in full. NO PARTIAL PAYMENTS WILL BE ACCEPTED.

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