

# FYI

## HELPFUL TIP IN REGARD TO YOUR WATER BILL:

(Scattered Sites tenants only):

IF YOU RECEIVE A **DELINQUENT** NOTICE FROM THE CITY OF SANDUSKY FOR YOUR WATER & SEWER BILL, AND YOU DO NOT HAVE THE TOTAL AMOUNT PAST DUE TO PAY, AS LONG AS YOU MAKE A PAYMENT BY THE DEADLINE THAT BRINGS YOUR DELINQUENT BALANCE UNDER \$100.00...

**YOUR WATER WILL NOT BE TAGGED FOR DISCONNECTION!**

Once your water is tagged for disconnection, your water & sewer account is charged by the City of Sandusky a delinquent fee of **\$75.00!**

EMHA has noticed an increase in the number of disconnect tags it receives for delinquent balances.

Please note that a delinquent notice is telling you that you must pay your delinquent balance (usually) within five days (deadline given by City of Sandusky)

A disconnect tag means you did not pay your delinquent balance or at least make a payment on your delinquent balance to bring it under \$100.00 by the deadline and your unit is now on the disconnect list.

EMHA does have an agreement with the City of Sandusky that they will bring the disconnect tags to EMHA to pay on behalf of its' tenants so your water is not actually disconnected; however, your water & sewer account is still charged the \$75.00 delinquent fee by the City of Sandusky.

This is the only utility that EMHA will pay on behalf of its' tenants because the bill is actually in EMHA's name; however, you as the occupant are responsible to pay for your usage of water & sewer per your Lease & Utility Allowance.

If EMHA has to pay your delinquent water & sewer balance per the disconnect tag, EMHA will recapture your immediate next Utility Reimbursement check; or if you pay rent, the amount will be due the 1st of the immediate following month on your rent slip or billing statement.

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*Please remember that any maintenance issues must be called in to the Work Order number at 419-625-1380*



*EMHA maintenance is available 24/7 (after hours is for emergencies only!) (3:00 P.M. TO 7:30 A.M., WEEKENDS & HOLIDAYS)*

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### RENTAL PAYMENTS

Rent is due on the 1st of each month, not considered late if paid by the 5th of the month. If the 5th of the month falls on a weekend or holiday that EMHA is closed, rent is due no later than the next business day. If you fail to do so, EMHA will issue to you a 14 Day Notice of Lease Termination and Notice to Leave the Premises. This Notice will describe the total amount past due, including the \$25.00 Late Fee.

Once the Notice is issued, you have 14 days to pay the total amount past due. EMHA does NOT accept partial payments. If you have some of the total amount past due, hold on to it until you have the remaining amount past due, and then pay it in full to EMHA. HOWEVER, if you do not pay your total amount past due within the 14 days, your case will be forwarded to EMHA's attorney to file the Forcible Entry & Detainer complaint with the Sandusky Municipal Court AND your tenant account will be charged the Sandusky Municipal Court filing fee ; which is a **minimum** of \$110.00

#### Rental Payments may be paid at:

PNC BANK  
129 WEST PERKINS AVENUE  
SANDUSKY, OHIO 44870

BAYSHORE TOWERS RESIDENTS  
MAY PLACE THEIR RENT IN THE RENT COLLECTION BOX IN THE LOBBY BAYSHORE TOWERS

COMMUNITY PLAZA RESIDENTS MAY PLACE THEIR RENT IN THE RENT BOX IN THE COMMUNITY PLAZA LOBBY

Or  
IN THE RENT COLLECTION BOX AT  
322 WARREN ST. FOR BAYSHORE TOWERS,  
COMMUNITY PLAZA AND SCATTERED SITES

ERIE METROPOLITAN HOUSING AUTHORITY

INFORMING U

DECEMBER 2018

Mark your calendar

E.M.H.A. Closings

- Christmas Eve- Mon., Dec 24, 2018
Christmas Day - Tue., Dec 25, 2018
New Year's Eve Mon., Dec 31, 2018
New Year's Day - Tue., Jan 1, 2019

- Martin Luther King Jr. Birthday- Mon., Jan 21, 2019
President's Day- Mon., Feb 18, 2019

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PUBLIC NOTICE

Public Housing Bayshore Towers (efficiency & one (1) bedroom), Three (3) & Four (4) bedrooms wait lists will be open beginning 8:00 a.m. on Monday, November 26, 2018. The Three (3) & Four (4) bedrooms wait lists will close at 4:00 p.m. on Monday, December 17, 2018. Bayshore Towers wait List will remain open.

Online application is encouraged at eriemetrohousing.org or you may complete a paper application at EMHA's main office Monday-Friday 9:00 am to 4:00 pm at:

322 Warren St., Sandusky, OH 44870

Public Housing Two bedrooms wait list is closed and

Section 8 Voucher wait list is closed

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Susan Waldrom is the Public

Housing Case Manager for

Scattered Sites & Community Plaza and she may be reached at 419-625-0262 extension 2322

Amy Hayfield is the Public

Housing Case Manager for Bayshore Towers

and she may be reached at

419-625-0262 extension 3361

Erie Metropolitan Housing Authority's public operating hours are Monday through Friday 9:00 a.m. to 4:00 p.m.

"KEEPING EMHA (PH) TENANTS INFORMED"



EMHA WISHES EVERYONE HAPPY HOLIDAYS!



PROCESSING DAY

A reminder to all program participants that Thursdays are Processing Days.

In order to finish the volume of paperwork that is involved in housing, the case managers and inspectors need to have this day to properly execute all necessary documents for each case.

We ask that you respect this time frame and only contact your case managers and inspectors on Mondays, Tuesdays, Wednesdays and Fridays in order to allow them the opportunity to complete their duties.

We thank you for your understanding and cooperation in this matter.

The Bayshore Tower's Community Gathering is the third Thursday of each month at 3:00 p.m. in the Community Room

Community Plaza's Residents' Meeting is the last Friday of each month

