

ERIE METROPOLITAN HOUSING AUTHORITY

INFORMING U

SEPTEMBER 2018

Mark your calendar

E.M.H.A. Closings

Columbus Day- Mon., Oct, 8

Veteran's Day- Mon., Nov 12

Thanksgiving Day- Thur., Nov 22

Day after Thanksgiving Day-

Fri., Nov 23

PLEASE NOTE:

The Community Plaza wait list is open to accept applications for those who are at least 62 years of age. You may apply online at:

eriemetrohousing.org

or complete an application at 322 Warren St.

Susan Waldrom

is the Public Housing Case Manager

for Scattered Sites &

Community Plaza.

She may be reached at

419-625-0262 extension 2322

Amy Hayfield is the

Public Housing Case Manager

for Bayshore Towers.

She may be reached at 419-625-3361

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 all the kids a great school year...



...and 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 Towers' 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

FYI

Helpful Reminders to all Public Housing Residents :

- The 20th of each month is tenant cut-off to report changes that you would like to be effective for the 1st of the immediate following month. These changes are typically a decrease of an income source.
- All changes must be reported in writing. A change form is available at EMHA's front desk. EMHA does **not** accept changes by phone.
- Changes must be reported as they occur; however, within ten (10) days from the date the change occurred is considered reasonable. Example: You are notified by an employer on the 3rd day of the month that you have been hired, then you must report this change in writing to EMHA no later than the 13th of the same month.
- If you are no longer employed, for whatever reason, you must get a verification letter with your last day of employment from that employer that is either on company letterhead or at least contains a company stamp to provide to EMHA when you come into the office to complete a change form to report this. Many employers do not respond to the employment verification forms we send to them. Also, many employers use an on-line verification system that you log into to retrieve paystubs, etc. Once you are no longer employed, your information is no longer available.
- If you are moving out of Public Housing, you must submit a Thirty Day (30) Intent to Vacate notice. This form can be obtained from your Case Manager. You must complete the form and submit it to EMHA thirty (30) days in advance of your move-out date. Example: If you call your Case Manager on July 28th stating that you are moving out & turning your keys into EMHA on August 31st, your Case Manager will state that she will leave the form at EMHA's front desk for you to complete. However; you stop into EMHA's office and pick up the form and leave with the form and don't return it to EMHA until August 5th. Your thirty day's notice does not begin until the date EMHA receives your thirty day's notice in writing. You will be responsible for the unit through September 4th, which is thirty days from the date that EMHA received your thirty day's notice in writing. Being responsible for the unit includes rent, utilities, grass cutting, etc.
- Your grass must not exceed three (3) inches. If EMHA maintenance staff has to cut your grass, you will be charged \$223.00. City of Sandusky charges at least \$268.00; if EMHA doesn't catch it first.
- No trampolines or swimming pools of any kind. Sprinklers and slip-n-slides are acceptable alternatives because they do not accumulate water. Remember, a child can drown in two (2) inches of water. You may have a swing set.
- If you have large items that need picked up, please call this into the Work Order Number at 419-625-1380 no later than 3:00 p.m. the Tuesday prior to the Wednesday you would like your items picked up. Once you have called this into the Work Order Number, you may then place your items at the curb on the Tuesday night prior to the Wednesday that your items are scheduled to be picked up. Large items include, but not limited to, mattresses, box springs, sofas, chairs, tv's, etc.
- Should you fail to follow the above-mentioned procedure for having your large items picked up and you just leave them at the curb assuming that they will just get picked up, the City of Sandusky will catch this, will remove the items, and charge \$200.00-\$400.00.

