



SMITHFIELD HOUSING AUTHORITY

Contact the Office:

919-934-9491 P; 919-934-1442 F

IMPORTANT INFORMATION

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 Veteran's Day,
Monday, November 11,
2024.

The Office will be
closing early November
27 and remain closed
through November 29
for the Thanksgiving
Holiday.

BAN LIST

The SHA Ban List was
last updated September
12, 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!

- ♦ The SHA Board of Commissioners meeting will be held on Wednesday November 20th, 2024 at 4:00 pm. Contact the Office for more information.
- ♦ If you are interested in making online payments, and have not set up your account yet, please contact the Office for more information or help setting up your account!
- ♦ Regarding online payments; please be mindful your balance is not reflected on the site in real-time. We update the site daily once payments have been processed. If you are concerned your payment is not reflected in your balance, wait 1-2 business days to check again!
- ♦ **Smithfield Housing Authority does offer scholarship opportunities for graduating seniors! If your child is interested, please contact the Office for more information.**
- ♦ **The trashcans near the mailboxes on SHA property are for mail trash ONLY! Do NOT use them for trash from your unit or vehicle!**
- ♦ 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.
- ♦ Please remember you are permitted to have guests; however, guests cannot stay longer than 7 days without SHA approval.
- ♦ With the holidays approaching, please make sure to call in any work orders related to your stove or oven so we can make sure they are addressed!



November

ANNUAL INSPECTION FOLLOW UPS

- ♦ In the upcoming weeks, staff members will be out on the property following up on the annual inspection results. Make sure to check your mail frequently for any letters detailing when and if we are coming to your unit!
- ♦ This is also a reminder, if there were any issues in your unit need to be addressed following Annual Inspections, Maintenance staff will be coming out to address these issues!
- ♦ While out on the property we will also be checking porches. Below are some guidelines to follow for your porches:
 - ♦ Make sure there is only outdoor/patio furniture on your porch
 - ♦ Clean off any graffiti that may be on the side of your unit or on the porch itself
 - ♦ Grills should be kept on the back porch
 - ♦ Any trash should be placed in your trashcan or taken to the curb on your respective collection day



MAINTENANCE

- ♦ **Please remember to call the Office for any work orders. The only time you should call the Emergency Work Order number if there is an emergency after hours or on weekends. If you have an emergency work order during normal business hours, please contact the Office at (919) 934-9491. If we miss your call, please leave a voicemail and we will make sure your work order is put in!**
- ♦ Contractor based work may continue on into the month of November. Please keep an eye out for any flyers from the Central Builders company to know if and when they may be at your unit.
- ♦ If you are experiencing any issues after contractors have completed work in your unit, please contact the Office and let us know so we can address it ASAP.
- ♦ Remember not to pour food or grease down your drains as it results in stop ups, back ups, and charges to your account.
- ♦ If you believe you may have a leak in your unit, please call it in ASAP! This can help minimize damage to your unit and help avoid excess water overages.
- ♦ As a reminder, please do NOT cover your drip pans with tinfoil as it is a fire hazard. If you need new drip pans, please contact the Office and let us know!

