



## Newsletter April 2020

### April Rent

**\$35 Late Fee will be added Friday 4/10/2020**

**Payment Must be in drop box before 7:00a.m. 4/10/2020 to avoid late fee**

**Final Day to Pay is Thursday 4/16/2020**

**Must be in drop box before 7:00a.m. Friday 4/17/2020**

Rent payments may be placed in the drop box. Please remember, we do not accept cash. Make sure your name is legible on your payment.

In response to the coronavirus disease (COVID-19) epidemic, the Fort Walton Beach Housing Authority (FWBHA) will temporarily close to the public, effective immediately. We do this out of concern for the health, safety, and wellbeing of our clients, staff members, and the general public. We will resume regular business practices when it is safe to do so.

Public Housing recertifications will be conducted via mail and telephone. Case managers will mail the recertification packets by mail. Participants are required to complete and return them, along with supporting documentation drop them off at the office in the drop box.

### **Important Information**

1. Be sure to keep front and back of your units clean. No garbage/Recycle bin overflow. Bag Garbage before putting it in the bins.
2. De-Clutter the inside of your unit. **Do not cover or block any windows or doors. They must always be free and clear. This is for your own safety.**
3. Do not pull down the Smoke Detectors, It Is A Safety Issue and you will be Charged A \$50.00 FEE.
4. Only park in your parking space, all guest **MUST PARK IN THE VISITOR SPACES ONLY.**
5. Pick up after your Pet there is a \$50 charge if you don't. No animal shall be permitted to be loose and if the pet is taken outside it must be taken outside on a leash.
6. Trash day is Monday and Recycle is on Thursday. Next day we are going to put your bin back behind your unit, and you will be Charged \$10!

7. In consideration of others, residents and guests should not make any unnecessarily loud or disturbing noises. Be considerate of your neighbors!
8. The FWBHA will be having all vehicles towed if they do not have valid insurance and valid driver's license. All vehicles must be operable, no flat tires, oil leaks, or broken windows, etc.
9. **CHILDREN MUST BE SUPERVISED AT ALL TIMES** (generally under age 12).
10. Inspection results, when HA leave you a note stating call for a work order you are responsible for calling in these discrepancies as work- orders within 48 hours.
11. Pest control services have been cancelled until further notice.
12. Until further notice, maintenance will only respond to emergency work orders, however, please continue to call all work orders into the office. Again, this is for your health and safety as well as that of our staff. If you have recently traveled or are currently sick, please inform us at the time your work order is called in.



**DO NOT STOP THE MAINTENANCE MEN WHEN YOU SEE THEM. CALL IN ALL WORK ORDERS.**

If you have any question, feel free to contact me (Maria Fernandez) via email or phone [maria@fwbha.org](mailto:maria@fwbha.org)

- \*\*\*Suggestion: Please minimized visitors

