



Neighbors



FROM THE DIRECTOR'S DESK



As a reminder, cold weather is here, please keep your windows and doors closed as much as possible. This will cause the furnace to run twice as hard causing wear and tear. If it were to break because of this reason, you could be responsible for the cost to fix the furnace or possibly replace it.

If you have any symptoms regarding COVID-19, have tested positive for COVID-19, have been in contact with anyone who has tested positive for COVID-19, please let us know **immediately** so we can add you to our COVID-19 list. You will be put on the list for 2 weeks, after the 2 weeks are up, if you had a scheduled inspection or work order, we will be out to complete it. Even if you don't think the symptoms are COVID related, please still notify us.

Rents are payable on the first day of each month. If rent is not paid (or postmarked) by the 5th, you will be charged a \$50.00 late fee. Rents are to be made payable to Shelbyville Homes LP and mailed to Shelbyville Homes PO Box 643 Carlinville, IL 62626.

Please see the back page of the newsletter for some important reminders.

We will be closed Friday, February 12, 2021 for Lincoln's Birthday and Monday, February 15, 2021 for President's Day.

Stay Safe and Stay Healthy! Happy Valentines Day!

*Senior Executive,
Peg*

Address:

P.O. Box 643

760 Anderson St.

Carlinville, 62626

(217) 854-8415

Fax: (217) 854-8749

Office Hours:

Monday & Tuesday

8 a.m.-4:30 p.m.

CLOSED WEDNESDAY

Thursday & Friday

8 a.m.-4:30 p.m.

EMERGENCY

NUMBER:

(217) 827-2100

EMERGENCIES

INCLUDE:

- ◆ Gas leaks
- ◆ Broken water pipes
- ◆ Exposed electrical wires
- ◆ No heat (if the outside temperature is 45-degrees or lower)
- ◆ Sewer line stoppage (not drain line)- this includes a clogged toilet
- ◆ CO/Smoke detector beeping or chirping

Also fire, flood, or anything that threatens life, safety or property damage.



Please make sure that your home is always up to code with the housekeeping policy. If you need a copy of the housekeeping policy, please call the office.

REMINDERS:

- ⇒ Tenants are to maintain the exterior and interior of their home in a safe and sanitary condition. Tenant shall notify the Macoupin County Housing Authority promptly of required repairs to the unit and unsafe conditions in the areas surrounding the unit. Once you notify the office of a repair or replacement, a work order will be made. Maintenance will be out as soon as possible, within a reasonable amount of time, to take care of the problem. The tenant should not make repairs or replacements yourself. The following are acceptable items that you may replace: light bulbs (unless on an outside light fixture), furnace filters (they need to be changed monthly) and batteries for your CO/Smoke Detectors.
- ⇒ Only the person(s) listed on the lease is/are allowed to live in the house. If a tenant allows someone to move in who is not listed on the lease, the tenant is breaking the terms of their lease. The tenant shall not house recurring overnight guest(s) for a period longer than 14 days per year. Any guest staying longer than this period can be considered permanent and will be considered an unapproved resident. The tenant will be subjected to possible eviction. Only those persons whose names appear on the lease are approved residents of the unit.
- ⇒ No Painting (interior or exterior), border trim, or remodeling of dwelling unit is allowed.
- ⇒ The outside of each home is to be well maintained – no debris or trash. This includes children's toys, bicycles, etc. These items are to be kept in the garage. Sidewalks and porches are to be kept clear of items which could cause someone to trip and fall. You are required to care for the walks and ground adjacent to your home. All public areas are for your convenience and residents must help keep them clean and sanitary by not littering. Should you neglect or litter your walks, lawns, and adjacent grounds the Maintenance Staff will then do this work with the cost being charged to you. This is considered a lease violation and can be grounds for eviction. You will be given a written warning.