



Neighbors



FROM THE DIRECTOR'S DESK

August is here and that means it is back to school time for a lot of kids and adults! If someone in your family has excelled in school, sports, or work, please let us know so we can share your good news here in the newsletter!

You need to continue to keep your lawns mowed and weeded weekly through the month of August.

If you have a change in your household composition, for example, have a child or a child moved from your household, you **MUST** contact the office immediately to report this. Also, if you want to add an adult to your household, you must complete an add to lease packet and they must be approved first.

Rent is to be paid at the 1st of each month. You have until the 5th to pay it with no penalties. Since you are mailing your payment in to the office the envelope that we receive your rent check in must be post marked with a date no later than the 5th. After the 5th there will be a \$50 late fee. This is not the date of the check—this is the date that the post office stamps the envelope when it goes into the mail.

Stay Safe and Healthy!

Dionne Wyatt, CEO



Address:

P.O. Box 643

760 Anderson St.

Carlinsville, 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.

SCHEDULED INSPECTIONS FOR AUGUST

THERE ARE NO SCHEDULED INSPECTIONS THIS MONTH

Please refer to the Shelbyville Homes Housekeeping Policy for any questions.

***INSPECTIONS MAY TAKE PLACE ON ANY DAY OF THE MONTH BETWEEN THE HOURS OF 8:00 A.M.-
4:30 P.M. MONDAY-FRIDAY***

SPECIFIC DAYS AND TIMES WILL NOT BE GIVEN.

*Q&A (Quality Assurance) inspections may take place on work orders and inspections anywhere from 3-5 days after the inspection/work order happened.

HOUSEKEEPING STANDARDS:

General

Walls should be clean and free of dirt, grease, holes, cobwebs and fingerprints.

Floors should be clean, dry and free of hazards.

Windows should be clean and not nailed shut.

Doors should have doorstops with working locks and clean of grease and fingerprints.

Trash shall be disposed of properly and not left in the unit.

The **entire unit** should be rodent and insect free

Kitchen

Stove should be free of food and grease.

Refrigerator should be clean inside and out.

Cabinets should be clean and free of grease and spilled food.

Oven hood should be free of grease.

Storage areas for food should be neat and clean without any spilled food.

Trash and garbage should be stored in a covered container until removed.

Storage Areas

Closets should be neat and clean and contain no flammable materials

Exterior storage areas should be clean and neat

Garages should be neat and clean and contain no flammable materials

Steps and sidewalks should be kept clean and free of hazards.

Drive-Ways should be free of abandoned cars. No repairs in lot.

Trash container should be placed inside the garage by evening after trash pickup.