



Neighbors



FROM THE DIRECTOR'S DESK

Winter is here! Please dispose of all pumpkins properly and take down any fall decorations. Also, please take down all holiday decorations by January 10, 2020. Also, make sure your hoses are unhooked! If we come out and see that they are still hooked up, we will removed them and you will be charged!

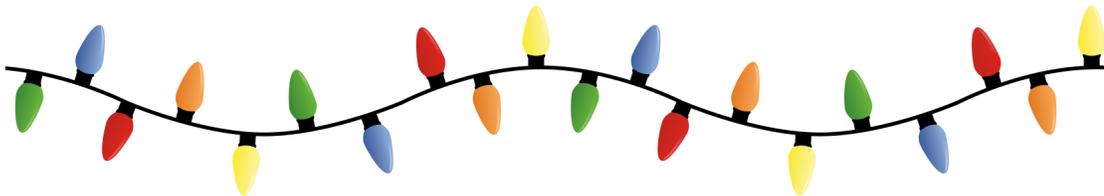
Please remember that there is no driving on the lawn of any kind. No motor vehicles (cars, trucks or 4-wheelers) - We seen some tracks in the lawns when it had snowed. You could be charged for the damage to the lawn.

If you are struggling with rent, remember tax time is just around the corner and you can pay extra at anytime to build a credit on your account.

Please notice the special holiday hours and office closures.

We at the Authority hope all our residents and their families will have a very Happy Holiday Season.

Peg, CEO



Happy Holidays

Wednesday, December 4th, 11th and 18th—OFFICE CLOSED

Tuesday, December 24th—OFFICE CLOSSES AT NOON

Wednesday and Thursday, December 25th and 26th—OFFICE CLOSED-Merry Christmas!

When the office is closed, please call **EMERGENCY WORK ORDERS** into the emergency phone number. Please wait until the office opens to call in routine work orders. If you call the emergency line and do not have an emergency, you could be charged.

Address:

P.O. Box 303

760 Anderson St.

Carlinville, 62626

(217) 854-5393

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



Things to Remember!

- ⇒ **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 of unsafe conditions in the areas surrounding the unit. The resident 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 (they take two Double A batteries). Tenants will be responsible for repair charges for all damages to the unit whether it is intentional or negligent damage to the unit and surrounding areas or reasonable normal wear and tear. Tenant will be charged for any work necessary to make the unit rent ready upon their move-out.**
- ⇒ **Fish, Birds, Hamsters, Guinea Pigs and Gerbils are allowed without paying a pet fee. A maximum of 20-gallon fish tank/aquarium is permitted. Tenant is allowed ONE domesticated dog OR cat. Dogs and cats require a \$100 non-refundable pet fee. The \$100 nonrefundable pet fee does not limit MHS from billing the tenant for damage in excess of \$100 caused by dog or cat. Domesticated animals such as dogs and cats **MUST** be approved first before they are allowed to live in the home. All tenants are responsible for signing a Pet Policy. Tenants are not allowed to have pet visitors or “pet sit” at their homes even for a short period of time. Tenants are not allowed to harbor or feed stray animals. Pee Pads will not be allowed to be used for pets at any time.**
- ⇒ **Please make sure when you receive any correspondence from the office that you are responding immediately whether it be calling into the office or sending in the proper documentation the letter requests.**
- ⇒ **SMOKE FREE. These homes are smoke free therefore smoking is not allowed inside the homes or garages for any reason.**



Macoupin County Public Transportation

112 S. Macoupin St. Gillespie, IL 62033

Call 217-839-4132 to reserve your seat