

# Buford Housing Authority

## "The Interview"

June 2020, Newsletter

Father's Day June 21<sup>st</sup>



# "Interview"

A newsletter for the Residents of the  
Buford Housing Authority  
Calendar of Events for June 2020

**LAST DAY TO PAY RENT IS  
MONDAY, JUNE 8, 2020.**

**LOBBY HOURS:** Please be aware that our lobby will remain **CLOSED** until further notice. We strongly encourage tenants to utilize the **ONLINE** payment system on the payment portal located on our website ([www.bufordhousing.com](http://www.bufordhousing.com)). The other option for rent payment is US Mail or placing payment in the drop box located in the brick wall to the right of our front door (see the picture below).



These payment options follow the current distancing regulations and reduce risk of exposing tenants and staff to COVID-19. The Lobby will remain closed until further notice. **If you need to drop off any other documentation including paystubs, tax returns, etc. please place this paperwork in the drop box.** Please call the office if you have any questions or if you need any assistance.



Summer Break: Our school children are now on summer break. Please watch out for children at play throughout the neighborhoods. Parents please make sure your children do not play around cars, in the streets or in parking lots. Trash and toys should be cleaned up from of the yards every evening. We would also like to remind tenants that **swimming pools or pools of any sort, children's swing sets, chimeneas, firepits, trampolines are not permitted on Housing Authority property.** Parents are also reminded to report changes in childcare to the office at the end of every month.

**HOUSEHOLD ILLNESS:** Please notify the office immediately should anyone in your household be diagnosed with Covid-19, or if anyone in your household is asked to quarantine at home due to exposure to the Covid-19 virus, or if anyone in your household is showing symptoms such as fever, continuous coughing and body aches. The BHA wants to be sure and protect our staff that may interact with tenants and limit the possible spread of any illness to others.

# COVID-19 SYMPTOMS vs. Flu, Cold & Allergies

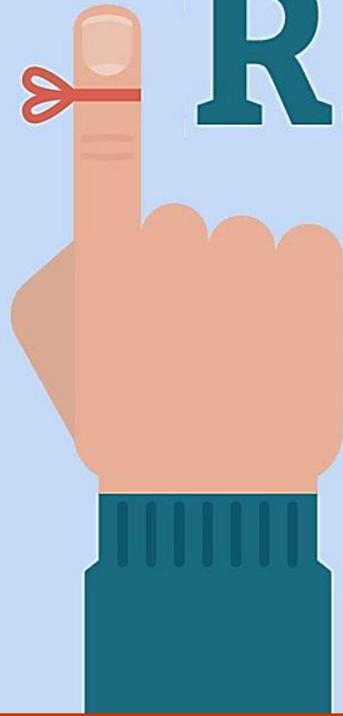
	 Cough	 Fever	 Breathlessness	 Body Aches	 Headache	 Fatigue	 Sore Throat	 Diarrhea	 Runny Nose	 Sneezing	 Watery Eyes
COVID-19											
FLU											
COLD											
ALLERGIES											

 Frequently
  Sometimes
  Little
  Rarely
  None



**WORK ORDERS:** Please be sure to continue to submit all work orders to the Buford Housing Authority by calling the office. **DO NOT EMAIL WORKORDER REQUESTS**, they must be phoned in to the office at 770-945-5212. If you email a workorder directly to an employee and they are on vacation or out sick, your request might be missed or delayed. Please call the office with any workorder requests.

Due to the COVID-19 epidemic, all work orders will be categorized as non-emergency or emergency work orders. Non-emergency work orders will be completed after the epidemic has past and the risk to exposure has subsided. The Buford Housing Authority will respond immediately to all emergency related work orders. **Again, it is your responsibility under your lease agreement to call in ALL work orders.**



# REMINDER

## HAS YOUR INCOME CHANGED?

**ALL income and deduction changes must be reported to the Buford Housing Authority office within 10-days of the change. This includes any employment, unemployment, child support, Social Security, SSI, help from family etc. Also, any deduction changes such as childcare are required be reported within 10-days as well. Please call the office if you have any questions.**

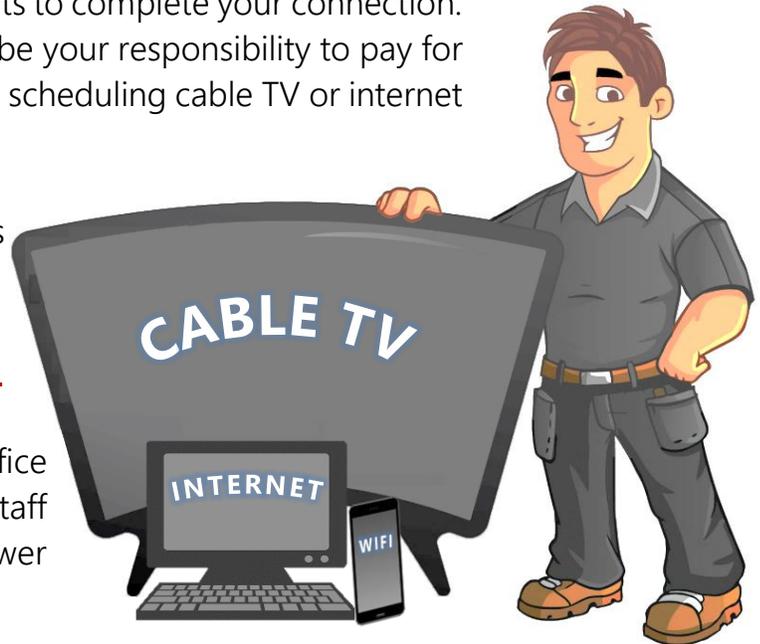
CONGRATULATIONS: Buford Housing Authority would like to congratulate ALL 2020 graduates! Whether they turned their tassel in preschool, kindergarten, middle school, high school, or college, we would like to extend our heartfelt congratulations on all their accomplishments. We wish them continued success as they take their next steps toward a bright future!



NOTICE: This will inform you that Maintenance personnel will be going door to door during the month of June on the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> to replace furnace filters. Please be aware that during the month your furnace filters may be changed, and this is your NOTICE that Maintenance personnel will be coming into your apartment. **Please make sure your maintenance closet is not blocked with furniture or other personal belongings.**

CABLE TV and INTERNET: If you are planning to have cable TV or internet service installed, please phone the office ahead of time, so that we can provide you with a letter giving the installer instructions and outlining Housing Authority guidelines for cable installation. This will save you time and prevent additional visits to complete your connection. If an installer damages the apartment it will be your responsibility to pay for any repairs. Here are some guidelines when scheduling cable TV or internet cable installation:

1. Call the office ahead of time and get a cable letter that provides guidelines for installation.
2. Schedule your appointment with the provider Monday thru Friday BEFORE 12:00 noon.
3. On the day of installation, call the office to have a member of maintenance staff meet the installer to instruct or answer questions that may arise.



SATELLITE DISHES: Beginning April 1<sup>st</sup>, 2020 satellite dishes will be removed. This notification came out a year ago in the April 2019 newsletter and as of now most all satellite contracts should have expired. If you are currently under contract with a satellite provider, and have provided required documentation to the office, your dish may remain until your current contract ends **all other satellite dishes will be removed.**

TERMITE TREATMENT: All Service Termite and Pest Control, Inc. will be on all BHA properties beginning Wednesday, June 3, 2020. They will be treating around the exterior of each building in all developments for termites. It may take several weeks depending on weather, for All Service to thoroughly treat every complex. Please be mindful and keep children and pets out of the way as they do their work.



During this time of Social Distancing, Buford Housing has two ways you can pay your rent. The first and best way is to pay online. Go to [www.bufordhousing.com](http://www.bufordhousing.com) and set up your account. Here you can pay online with a bankcard. The second way is to pay rent with a check or money order. These can be dropped in the Mail or placed in the office drop box. Our mailing address is:

2050 Hutchins Street  
Buford GA 30518

If you mail your rent payment, please mail it more than 7 days in advance so your rent will not be late. **DO NOT place blank Money Orders in the Drop Box or in the Mail, they must be filled out. See the following examples.**

HOW TO FILL OUT A CHECK OR MONEY ORDER: Here are examples of how complete a personal check and the most common money orders we have seen to pay rent.

YOUR NAME  
123 YOUR STREET  
YOUR CITY, STATE, ZIP  
(123)456-7890

9-5678/1234  
6-3 20 20

0301

Pay To The Order Of Buford Housing Authority | \$ 256.00

Two Hundred Fifty Six Dollars and 00/100 Dollars

YOUR FINANCIAL INSTITUTION  
ANYTOWN, USA

For June Rent

Signature MP

① ② ③ ④ ⑤ ⑥

- ① Today's date: Examples June 3, 2020 or 06/03/2020 or 6-3-2020
- ② Pay to the order of: Buford Housing Authority
- ③ Your rent amount using numbers:
- ④ Your rent amount in written words.
- ⑤ What is this check for?
- ⑥ Your signature

**CAUTION**  
**Do not place BLANK**  
**checks or money**  
**orders in the**  
**DROP BOX or Mail**

## Money Order Examples



You should tear off and keep the Money order receipt for your records.

**PLEASE DO NOT WRITE ON THE BACK OF CHECKS OR MONEY ORDERS.**

Valid Money Order Includes: 1. Heat sensitive, red stop sign AND 2. Contains a True Watermark hold up to light to view.

**MoneyGram** INTERNATIONAL MONEY ORDER 88-185 TEST

To Validate: Touch the stop sign, then watch it fade and reappear 

11/02/2018  
20797547268  
MONEY ORDER - WH

**PAY EXACTLY** \$700.00  
SEVEN HUNDRED 00 DOLLARS 00 CENTS

60528084980849  
1613700306100268

**RECEIPT RECIBO**

20797547268  
100  
MONEY ORDER - WH  
DATE: 11/02/2018  
AMOUNT: 700.00

CALL 1-800-542-3590 TO VERIFY

PAY TO THE ORDER OF / PAGAR A LA ORDEN DE: Buford Housing Authority

IMPORTANT - SEE BACK BEFORE CASHING

PURCHASER, SIGNER FOR DRAWER / COMPRADOR, FIRMA DEL LIBRADOR  
PURHESIA, BY SIGNING YOU AGREE TO THE SERVICE CHARGE AND OTHER TERMS ON THE REVERSE SIDE

ADDRESS / DIRECCION: Your Address, City, GA, Zip Code

Payable Through BOXF, NA ENID, OK ISSUER/DRAWER: MONEYGRAM PAYMENT SYSTEMS, INC.

KEEP A COPY OF THIS SLIP FOR YOUR RECORDS / MANTENGA UNA COPIA DE ESTE RECIBO PARA SUS ARCHIVOS

20797547268

1613700306100268

**UNITED STATES POSTAL SERVICE** **POSTAL MONEY ORDER**

Serial Number: 26420640363 Year, Month, Day: 2009-10-30 Post Office: 553520 (U.S.) Dollars and Cents: 5.00

**FIVE DOLLARS & 00/100**

Pay to: Buford Housing Authority Clerk

Address: 2050 Hutchins Street Your Name

Buford, GA 30518 Your Apartment Number and Street

Memo: For: June Rent Your City, GA Your Zip Code

SEE REVERSE WARNING • NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS.

26420640363

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATER MARK - HOLD AT AN ANGLE TO VIEW

**WESTERN UNION MONEY ORDER** **INTEGRATED PAYMENT SYSTEMS, INC. - ISSUER**  
Englewood, Colorado

**PAY EXACTLY** \$54.00 09-014698306

AGENT: 209439 DATE: 011009 54.00  
TIME: 0933 10  
090146983068 LOCATION: 000024

**PAY EXACTLY FIFTY-FOUR DOLLARS AND NO CENTS**

**PAY EXACTLY**

**PAY TO THE ORDER OF** Buford Housing Authority Your Apartment Number

Your Address, City, GA, Zip Code Your Signature

Western Union Money Order and Design is a service mark of Western Union Holdings, Inc. Payable at Wells Fargo Bank Grand Junction - Downtown, N.A. Grand Junction, Colorado

51021005009 00090545983058

LEASE REMINDERS: The Housing Authority would like to remind tenants of the following lease obligations.



From your lease:

**4. UTILITIES**

B. ....I will not permit anyone to use electricity, gas and/or water except for my family or housing authority staff. I agree not to utilize water for recreation purposes....

This means no washing cars, children cannot play in the water NO SWIMMING POOLS, and bathing or washing clothes is for household members ONLY and not for friends or other non-resident family members.

**6. OBLIGATION OF RESIDENT**

**I agree:**

F. ....not to display vehicles for sale; not to grease, change oil, or make repairs to such vehicles except where necessitated by emergency....

This means NO CAR REPAIRS ON HOUSING AUTHORITY PROPERTY unless there is a small emergency situation that can be completed quickly such as changing a tire or replacing a battery.



DAMAGED COUNTER: Replacing a damaged countertop can cost more than \$400. Using a cutting board for cutting or chopping food and a hot pad or trivet under a hot pan or pot can save from costly charges. From the new charge sheet:

**REPLACE COUNTERTOP FROM MISUSE -----ACTUAL COST AND LABOR**

NOTE: Any charges for ACTUAL COST or COST AND LABOR will be based on the actual cost of material and/or the cost of labor will be the actual dollar amount per hour paid to the employee, contractor, service provider or other. Labor assessed at \$6.00 every 15 minutes and includes time to obtain materials and clean up upon completion.



PARKING: If your development has numbered parking spaces, please make sure you park in your assigned numbered space first and a blank parking space only if necessary. DO NOT PARK IN ANOTHER APARTMENT'S SPACE. If you have guests over it is your responsibility to make sure they do not park in your neighbor's numbered space. If your vehicle is photographed in someone else's numbered space, you can be charged a \$20 parking fine for EACH OCCURRENCE.



Your lease states:

**6. OBLIGATION OF RESIDENT**

- F. .... If I live in a development where the parking spaces are assigned, I will park only in my assigned parking space or another unmarked parking space. I will not park in the assigned parking space of another resident nor will I allow my family or guests to do so. My parking in another's assigned parking space or my family or guests doing this will be considered a serious violation of my Lease.

**ALL PAGES OF YOUR STATE AND FEDERAL TAX RETURNS MUST BE TURNED IN TO THE OFFICE AS PART OF THE REQUIRED DOCUMENTATION TO COMPLETE YOUR RECERTIFICATION**  
**To include all W-2s and any 1099s.**



TAXES: If you or anyone in your household files taxes you will need to bring your completed tax documents to the office along with your W-2 forms and any 1099 documents as certification of your 2019 income. State and Federal taxes are required documentation to complete your recertification. If you have any questions, please call the office.

**EACH HOUSEHOLD MEMBER MUST TURN IN COPIES OF THEIR 2019 STATE AND FEDERAL TAX RETURNS TO THE OFFICE NO LATER THAN JULY 15, 2020**

**BARBECUES AND GRILLS:** It's grilling season! We want our residents to enjoy all the flavors of summer with their barbecues and grills. Here are a few guidelines to keep this grilling season safe and enjoyable for everyone.



1. All grilling must be out in the yard away from buildings and sidewalks. **You must not operate grills or barbecues on any covered porch.**
2. Grills should be covered and stored on your porch or patio when not in use.
3. It is a lease violation to store flammable items *inside* your apartment. Keep all grilling supplies such as charcoal and lighter fluid inside the cooled grill on your porch when not in use.
4. Chimineas and firepits are not permitted.



**MOVING OUT:** Are you making plans to move? Our goal at Buford Housing Authority is to help tenants move up and move out. Public Housing is a steppingstone to help families become stable and find their way out of rental assistance programs. We consider tenants who move out to be a success story. When making plans to move, please remember the following lease termination procedures.

## 15. LEASE TERMINATION NOTICES

- G. I must give the Authority written notice of my intent to terminate the lease at least a thirty (30) day notice in writing that ends on the last day of the month. I will continue to pay rent through the entire notice period and until I vacate the premises, whichever comes later. The Authority will inspect the apartment and make a list of items to be charged to me. If I wish to be present for this inspection, I must make an appointment with the office at least one working day before the apartment is inspected. It will not be possible to conduct a termination inspection until all items are removed from my apartment. The inspection will be conducted during regular office hours. If I fail to make arrangements for a termination inspection, I accept the findings of the Authority and will pay such reasonable charges as shall be made by the Authority. Any funds due the Authority are due and payable immediately, and any credits due me for unearned rent paid or unused security deposit will be subject to offset before being refunded to me. Any refund due to me will be paid as soon as possible, but not more than thirty (30) days after the apartment has been vacated, keys returned to the Authority, the move-out inspection has been completed and any negligent damages assessed. Upon move out, if your key is not returned, you will be charged \$40.00.