

**Lethbridge Housing**



A U T H O R I T Y

**CASTLE APARTMENTS NEWSLETTER**

**THE BUSINESS OFFICE WILL BE CLOSED**

**Friday March 25th (Good Friday)**

**Monday March 28th (Easter Monday)**

**Monday May 23rd (Victoria Day)**

314 3<sup>rd</sup> Street South

Lethbridge, AB

T1J 1Y9

Business Office & Emergency Maintenance

(403) 329-0556

(24-Hr answering service)



**RENT IS DUE ON OR BEFORE THE FIRST OF THE MONTH**  
*If you are unable to pay please contact the Business Office to  
 Make payment arrangements*



*For referrals to and/or assistance from other agencies...emotional  
 supports...help with personal issues or  
 concerns; please contact a  
**Community Worker:***

**Candice Fisher @ (403) 320-5981**

**If you notice bugs of any sort in your apartment, please report the situation immediately to onsite Maintenance Personnel or our Business Office before you take any other actions. If you are getting any bites or are unsure of what you are searching for, please call (403) 329-0556 for more information.**



**Please do not remove the infested furniture - it is much easier for our Pest Control Specialist to check the furniture out, and we can guarantee the safe removal from the building.**

**Alley Shopping and Dumpster Diving**

**PLEASE - at any time DO NOT gather up household items from the back alleys or out of any dumpster.**

**There are no guarantees that any of these items are free from insects (i.e. BEDBUGS) or any other type of critters.**

**All rentals managed by LHA and L&RCHC - including**

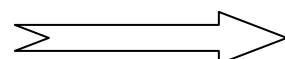
**Castle Apartments**

**ARE NON-SMOKING UNITS**

**Smoking Inside Units is considered a Breach of Lease and  
 could jeopardize your Tenancy**



**Drains are for water only! Putting grease of any sort down kitchen, bathroom or bathtub drains causes problems.**





**Please be courteous to your neighbors.  
Turn your TV/Radio/Computer's Volume Down!**

**Noise Complaints are accepted at any time of day.**



FOR GENERAL MAINTENANCE REQUESTS, CALL THE BUSINESS OFFICE AT (403) 329-0556 (24-hour answering service).

No pets will be permitted on any part of the Premises unless prior written approval is obtained from the Landlord.



Summer is coming! If you are thinking about getting an Air Conditioner for your suite here's what you need to know:

Window Mounted AC Units are not allowed. Make sure you are getting a floor model with a hose to the window. If you have any questions, ask the On-Site Maintenance Worker - Al Thurlow



**Smoke detectors must be FUNCTIONING AT ALL TIMES.**

**If yours makes noises or is going off when it shouldn't, please contact the Business Office to have it checked @ (403) 329-0556.**

**In Case of Fire - Emergency Meeting Point is across the street from the building, in the Law Office Parking Lot. If you ever hear an alarm, please vacate the building IMMEDIATELY.**



**Do you have tenant's insurance?**

**If not - you should!**

**A basic policy will include coverage against damage caused by: fire, lightning, vandalism, theft, burglary, windstorm and hail.**

**Liability coverage will protect you against your legal responsibility for injury or damage to others.**



If you have any concerns regarding your Tenancy at Castle, please contact Kayla Moon at the Business Office.

Concerns that are in writing can be addressed more easily.

When in doubt, call (403) 329-0556, there is someone available to take your call 24 hours per day 7 days per week @ this number.

Please make sure the area outside of your door remains clear at all times. The hallway needs to be available for exit in case of an emergency, without any obstacles. If you aren't sure if it can be out in the hallway, don't hesitate to call the Business Office to verify.

REGULAR BUSINESS OFFICE HOURS  
8:30 AM – 12:00 NOON, and 1:00 PM – 4:00 PM  
MONDAY to FRIDAY