

Lethbridge Housing



A U T H O R I T Y

DECEMBER 2015

CASTLE APARTENTS NEWSLETTER

**THE BUSINESS OFFICE WILL BE CLOSED
FOR THE HOLIDAYS**

Thursday, December 24th

Friday, December 25th

Monday, December 28th

Thursday December 31st closing @ 3:00PM

Friday, January 1st



314 3rd Street South

Lethbridge, AB

T1J 1Y9

Business Office & Emergency Maintenance

(403) 329-0556

(24-hr answering service)

*From all of us at Lethbridge Housing
Best Wishes to You and Your Family
during the Holiday Season!*



Income Support and AISH cheques come to you early in December.

These funds are towards your January 2015 Rent – please pay your rent with those funds as soon as possible, to avoid financial difficulty in January.



RENT IS DUE ON OR BEFORE THE FIRST OF THE MONTH

*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

All rentals managed by LHA and L&RCHC - including

Castle Apartments

ARE NON-SMOKING UNITS

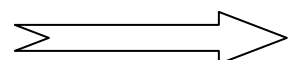


Please ensure you are going outside to smoke.

**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.**





**Keep your windows closed in cold weather.
Repairing damage from frozen pipes may be quite expensive for you!
Check your Tenant's Insurance Policy for coverage.**



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.



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. Our Website has Tenant Info for Pest Control links; see www.lethbridgehousing.ca**

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.



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.

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