

# Lethbridge Housing



A U T H O R I T Y

## CASTLE APARTMENTS NEWSLETTER

### THE BUSINESS OFFICE WILL BE CLOSED

**Monday, October 8th 2018(Thanksgiving Day)**

**Monday, November 12th 2018 (In-lieu of Remembers Day)**

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

Lethbridge, AB

T1J 1Y9

Business Office & Emergency Maintenance

(403) 329-0556

(24-hr answering service)



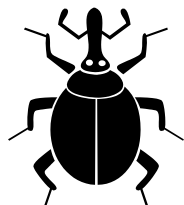
**RENT IS DUE ON OR BEFORE THE FIRST OF THE MONTH**  
*If you are unable to pay please contact the Business Office to Make payment arrangements*



If you require Assistance with Referrals to other Agencies,  
Help with Personal Issues or Concerns,  
Contact Heather.  
She is available by appointment only .



**Remember that Smoke Detectors must be operational at all times.**  
**Please call the Business Office immediately if you are having problems with them.**



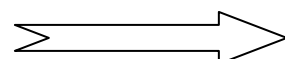
**If you notice bugs of any sort in your apartment,** please report the situation immediately to onsite **Maintenance Personnel** or our **Business Office** before you take any other actions. Our Website has Tenant Info for Pest Control links; see [www.lethbridgehousing.ca](http://www.lethbridgehousing.ca)



- NO Cats or Dogs on the Premises unless written approval is obtained from the Landlord.
- NO aluminum foil on Windows.
- NO unauthorized Guests.
- NO Parking of unregistered or in-operable Vehicles.



**Rentals managed by Lethbridge Housing are NON-Smoking**  
**Please contact Community Workers for help with or referrals to STOP Smoking programs.**





Parking in the Castle Apartments is available at a cost of \$25 per month, and is for paying tenants only. Parking Stalls are ASSIGNED, so please only park in your designated stall.



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).



Please dispose of Garbage in a proper manner.  
Mattresses and or furnishings left by the garbage bins or in back alleys will not be picked up by City Sanitation Workers.



No person shall carry on or operate a business in the City of Lethbridge unless they hold a valid business license issued pursuant to City bylaw. Per your Lease Agreement approval must also be obtained by Lethbridge Housing Authority. Concern in particular is business that constitutes a lot of traffic to and from the household.



If you suspect DRUG or GANG-related activities, call the Crime Stoppers TIPS Line at 1-800-222-TIPS (8477) – they don't want your name, just your information!

If you have any concerns regarding your tenancy at Castle please contact DeAnna English at the Business Office.



Concerns that are in writing can be addressed more easily  
When in doubt, call (403)329-0556.



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