

**Lethbridge Housing**



A U T H O R I T Y

**CASTLE APARTMENTS NEWSLETTER**

**THE BUSINESS OFFICE WILL BE CLOSED**

**Friday April 19, 2019 (Good Friday)**

**Monday April 22, 2019 (Easter Monday)**

**Monday May 20, 2019 (Victoria Day)**

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

Lethbridge, AB

T1J 1Y9

Business Office & Emergency Maintenance



***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***

**Spring  
Cleaning**

Spring Inspections will be starting in mid-March. Letters will be sent out approximately one week prior to the date of the inspections.



**It is Tax Season.**

**Did you know that you can get your taxes done for FREE at Nord-Bridge Seniors center by calling 403-329-3222 OR for FREE at LSCO by calling 403-320-2222.**

**Once you have completed your 2018 Taxes, submit a copy to the LHA Business Office—we can keep it on file for your Annual Review**

**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.**

**Just a friendly reminder that failure to report an issue with bugs could result in a charge to treat your unit and any other units that may come infested from non reporting .**



**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**

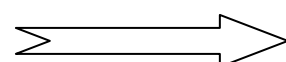
**PLEASE - at any time DO NOT gather up household items from the back alleys or out of any dumpster.**

**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**





**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.



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

**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 IMME-  
DIATELY.**



**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, wind-  
storm 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 DeAnna English 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 .

Please make sure the area outside of your door remains clear at all times. The hall-  
way needs to be available for exit in case of an emergency, without any obstacles. If  
you are not sure if it can be out in the hallway, do not hesitate to call the Business Of-

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