

**Lethbridge Housing**



A U T H O R I T Y

**CASTLE APARTMENTS NEWSLETTER**

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

Thursday December 24, 2020  
up to and including January 3rd, 2021.

February 15, 2021



314 3<sup>rd</sup> 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!*



If you require assistance with referrals to other agencies, help with personal issues, or concerns, you can contact Rachael, Stacey, or Zoe in the front lobby of Old Castle between the hours of 10:00 am to 4:00 pm Monday—Friday



**FULL RENT IS DUE ON OR BEFORE THE 1<sup>ST</sup> OF THE MONTH.**  
**YOU CAN NOW PAY BY E-TRANSFER.**

**SEND TO: [castle-ar@shaw.ca](mailto:castle-ar@shaw.ca)**



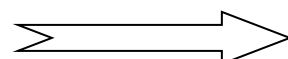
Please remember to keep your windows closed during cold weather. Frozen pipes can cause serious damage and you may be held responsible for repair cost.



**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)**





Rentals managed by Lethbridge Housing are **NON-SMOKING**  
If you know someone smoking inside the building or on their balcony, please report it in writing immediately.

Smoking in your apartment, in the building, or on stairways/landings is a substantial breach of your lease and will lead to your Lease being terminated.



Parking at 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 neighbours.  
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).



Remember your guests are allowed to stay for only a two week period. Tenants are responsible for all household members and guests regarding noise disturbance or damage. Any complaints, problems, or concerns about your guest(s) would be considered a breach of your lease and may lead to your lease being terminated.



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 from 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. 403-329-0556



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