

The Housing Authority of the City of Van Buren

1701 Chestnut Street
Van Buren, AR 72956
Phone: (479) 474-6901
Fax: (479) 474-7084

MAINTENANCE MEMO

HOT WATER HEATERS:

- Not to be adjusted by anyone other than the Housing Authority Maintenance Department.
- No clothes, trash or other flammable material is to be placed near the hot water heater.
- Keep utility closet door closed at all times to protect pilot light from blowing out.

APPLIANCE/MECHANICAL OPERATIONS OF DWELLING UNIT:

- Do not remove smoke alarm battery unless you have notified the office. (Use required by law)
- Do not adjust refrigerator thermostat. Keep at same temperature.

DWELLING UNIT EXTERIOR:

- Do not keep containers with gasoline or other flammable materials in the storage shed.
- Tenant is responsible for yard and area maintenance. (E.g. Mowing, trimming, items on the roof, trash in the yard)
- Vehicles must belong to the tenant and be licensed and in drivable condition, in order to be parked on the PHA property.

DO NOT TRESPASS ON OTHER'S YARD! Do not make pathways between apartments. Do not let kids ride bikes in the yard.

I understand these terms and agree that I will be responsible for the maintenance costs (including time) and/or action resulting from any of the above PHA infractions by any member or visitor of my household.

Head of Household

Date

Address