

Housing Authority of the City of Superior, Wisconsin
1219 North Eighth Street
P.O. BOX 458
SUPERIOR, WI 54880
Email: info@superiorhousing.org
Phone: 715-394-6601 Fax: 715-394-3512 WI RELAY: 7-1-1



Dear Resident,

The Superior Housing Authority Office will be temporarily moving to a space within the Superior Business Center at 1401 Tower Ave. We will be open for business at this temporary location beginning on Monday, September 9, 2024 with normal business hours of 8:00 a.m. – 4:30 p.m., Monday - Friday.

Please read the important details below:

- We will operate out of our normal 1219 N 8th Street office through Wednesday, September 4th.
 - *Please note, we are closed for Labor Day on Monday, September 2.*
- Our offices will be closed Thursday, September 5th and Friday, September 6th to relocate.

Ways business will continue as usual while we are in our temporary location:

- Rent, documents and housing applications can continue to be put in the drop box in front of 1219 N. 8th Street, we will be checking the box multiple times a day even when we are officing out of the temporary location.
 - There will be **no** drop box at the temporary location.
- Although we are closed on September 5th, rent is still due on Sunday, September 1 and rent received after 2:00 pm on Thursday, September 5th will incur late fees.
- Rent & documents can continue to be mailed to 1219 North 8th Street as normal – ensure rent payments are mailed well enough in advance to avoid late fees, keeping in mind all holidays and weekends.

New business processes while in our temporary location:

- We will be discouraging walk-ins as the temporary location has limited private meeting space.
- Please contact us via phone or email with any questions, changes or requests and we will determine if an in-person meeting is required.
- Our email addresses, phone numbers/extensions, and fax number will remain the same.
- Appointments that must happen in person will be held at the temporary office at 1401 Tower Ave. The building is accessible and has plenty of parking in the back.

Another communication will be sent in advance of our office moving back to our 1219 N 8th Street location. We expect the move back to happen sometime in November.

Thank you,

SHA Management