

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,

On Monday, December 16, 2024, the Superior Housing Authority Office will re-open at our original 1219 N. 8th Street Administrative Office. Below are some details we hope will make for a smooth transition:

Important Dates and Office Hours:

- Whether we are at our temporary location (through 12/11/24) or back at our original office building (beginning 12/16/24), our office hours are 8:00 a.m. – 4:30 p.m., Monday-Friday.
- We are closed for the following upcoming office move dates and holidays:
 - Thanksgiving: Closed Thursday, Nov. 28 and Friday, Nov. 29
 - Office Move: Closed Thursday, Dec. 12 and Friday, Dec. 13 (closed at both locations)
 - Christmas: Closed Tuesday, Dec. 24 and Wednesday, Dec. 25
 - New Year's Day: Closed Wednesday, Jan. 1, 2025

Information on Rent Payments, Applications and Other Documents:

- Rent payments, documents and housing applications may 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 is **no** drop box at the temporary location.
- Rent is due on the 1st of each month. Rent received after 2:00 p.m. on the 5th will incur late fees.
- We do not accept cash. Payments mailed or dropped in the drop box must be made by check or money order only.
- Rent and documents may continue to be mailed to 1219 North 8th Street / PO Box 458, if you prefer. Ensure rent payments are mailed well in advance to avoid late fees, keeping in mind all holidays and weekends.
- If you currently live at a Public Housing property, you have the option to pay your rent at Superior Savings Bank, 1130 Tower Avenue. You must bring your rent statement to the bank to pay there.

Reminder:

- To ensure our staff may best utilize and schedule their time, we discourage walk-ins:
 - Please contact us via phone or email with any questions, changes or requests and the correct staff member will determine if an in-person meeting is required.
 - Our email addresses, phone numbers/extensions, and fax number remain the same and are available on our website at superiorhousing.org
 - Our general contact information is above.

We wish you all happy holidays and a healthy new year.

Thank you,
SHA Management