

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 5:00 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 / P.O. Box 458, if you prefer. Ensure rent payments are mailed well in advance to avoid late fees, keeping in mind all holidays and weekends.
- Early in 2025, the ActiveBuilding app is getting a major upgrade and a new name: "LOFT". You will still have all of the features you're used to; however, in a new format that is easier to navigate for both your online payments and maintenance requests. Watch for future updates towards the end of this year.

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