*Meeting the community's
need for affordable, safe,
quality housing.*

Dear Public Housing Resident:

Due to recent upgrades in software, the Superior Housing Authority (SHA) wanted to be sure to clearly communicate the monthly rent process with our Residents. We want to ensure that Residents are aware of when and how to pay their rent to avoid unnecessary late fees.

As a reminder, rent is due on the first of each month, this includes weekends and holidays. However, a late fee will not be incurred until the 5th of the month. If the SHA has not received your rent by <u>2:00 PM on the 5th of the month</u>, a late fee of $25 will be added to your ledger.

If SHA does not receive your rent payment in full after the 6th, we will be sending a notice of non-payment. If you receive notice of non-payment, please pay your rent in full or contact the rental office at 715-718-8168 to discuss your options to avoid court action.

You can pay by check or money order made out to Superior Housing Authority.

You can submit your rent payment by using the self-addressed envelope provided with your rent statement and dropping it off at the office Monday-Friday 8:00-4:30. After business hours you can use the convenient and secure drop box located near the front stairs of the main office. The Administration Office is located at: 1219 North Eighth Street, Superior, WI 54880.

You can also pay at Superior Savings Bank. If you choose to pay at the bank you must bring your rent statement with you.

You can also mail your rent payment, however, if your chosen method is mailing, please keep in mind the time it will take the post office to pick up, sort and deliver your rent payment.   We recommend that if you choose to mail the rent payment, that you mail it several days prior to the 1st of the month to ensure that SHA will receive your payment in time. If you do not feel the mail will arrive at SHA by the 1st, we recommend you take steps to hand deliver it to the office or drop box at your earliest convenience.

Please call with any questions.

Sincerely,

SHA Management