

Buford Housing Authority

“The Interview”

May 2021, Newsletter



# “Interview”

A newsletter for the Residents of the  
Buford Housing Authority  
Calendar of Events for May 2021

**LAST DAY TO PAY RENT IS  
MONDAY, MAY 10, 2021**

**LOBBY CLOSED:** Please be aware our lobby will remain **CLOSED** until further notice. Do not come to the office and expect to be admitted into the lobby. It is best to call and speak with BHA staff to resolve any issue or send an email to [bufordhousing@bufordhousing.com](mailto:bufordhousing@bufordhousing.com).

**The Lobby will remain closed until further notice. If you need to drop off any documentation including paystubs, tax returns, etc. please place your documents in an envelope with the head of household's name written on the front. This envelope can then be placed in the drop box.** Please check to make sure your envelope has dropped down and cleared the shaft before you leave.

**NEW** If you have an account set up on our website [www.bufordhousing.com](http://www.bufordhousing.com), you can securely download documents into your portal and an email notification will be sent to BHA staff. Your documents will then be placed in your file. This is the easiest and safest way to provide requested documents such as paystubs, tax returns, etc.

We strongly encourage tenants to utilize the **ONLINE** payment system on the tenant portal located on our website ([www.bufordhousing.com](http://www.bufordhousing.com)). The other option for rent payment is US Mail or placing payment in the drop box located in the brick wall to the right of our front door (see picture below). These payment options follow the current distancing regulations and reduce risk of exposing tenants and staff to COVID-19.

**Please call the office if you have any questions or if you need any assistance.**





## APPLICATIONS ACCEPTED

The Buford Housing Authority in an effort to replenish the number of qualified applicants, will be accepting applications online **from Monday May 10, 2021 at 12:01 AM (Eastern Standard Time) and will close on Friday May 14, 2021 at 11:59 PM (Eastern Standard Time) or after receiving a total of 500 applications, whichever comes first.** A limited number of applications will be taken for each bedroom size. Applications are taken to compile a waiting list, and applicants are ranked by preferences and then date and time of application.

All applications must be completed online by going to [www.bufordhousing.com](http://www.bufordhousing.com). If potential applicants do not have access to a computer, they may visit their local library to use a computer or make an appointment to use the computer in the BHA lobby. If coming to the office please call, 770-945-5212 and schedule an appointment time to use the computer in our lobby. Persons with disabilities who require a reasonable accommodation in completing an application may call the Buford Housing Authority at 770-945-5212 to make special arrangements. Our office is located at 2050 Hutchins Street in Buford, GA 30518. Only one application can be completed per household. Please note our lobby is closed to the public due to the COVID pandemic and only persons with a scheduled appointment will be granted access.

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Buford Housing Authority  
will be closed Monday May 31<sup>st</sup>  
**MEMORIAL DAY**



REMEMBER ★ HONOR ★ CELEBRATE

**NOTICE:** This will inform you that Maintenance personnel will be going door to door during the month of **July on the 19<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup>, & 23<sup>rd</sup>** to replace furnace filters. Maintenance will be going into each room to check every vent. This is your NOTICE that Maintenance personnel will be coming into your apartment. **Please make sure your maintenance closet is not blocked with furniture or other personal belongings.**

**ALL PAGES OF YOUR STATE AND FEDERAL TAX RETURNS MUST BE TURNED INTO THE OFFICE NO LATER THAN MONDAY, MAY 31<sup>ST</sup> AS PART OF THE REQUIRED DOCUMENTATION TO COMPLETE YOUR RECERTIFICATION To include all W-2s and any 1099s.**



**TAXES:** If you or anyone in your household files taxes you will need to bring your completed tax documents to the office **along with your W-2 forms and any 1099 documents** as certification of your 2019 income. State and Federal taxes are required documentation to complete your recertification. If you have any questions, please call the office.



### **AWAY FROM YOUR APARTMENT:**

Did you know that you are required to let the office know if any household member is going to be away from the unit for more than 30 days? Your lease also states you are to inform the office if all members are going to be away, and your apartment will be vacant for more than 7 days? This includes absences due to travel, illness, or the death of

a family member out of the state or country, etc. If your apartment is vacant for more than 7 days or if a household member or members will be away from the unit, you must submit a notice in writing of the dates of the planned absence as well as an emergency contact name and phone number. If the office has not been notified in writing the Authority will assume the apartment has been abandoned, and may remove any personal property in the apartment, change the locks after a 30-day absence. If a single family member or members are away, they may be removed from the lease during their absence. You do not want to be evicted in this manner, so please keep the Housing Authority office informed if you plan to be away.



**TRASH IN YARD:** We would like to remind tenants of the Trash Violation charge of \$20.00 on your new charge sheet if trash is found in your yard or parking space. If the Housing Authority sends out staff to clean up the trash in your yard or parking space, there will be an **ADDITIONAL \$40 charge FOR EACH OCCURANCE.**

It would be a good idea to get into a habit of checking your areas every day and throw away the trash you see as you come and go from your apartment. This is a simple task and would be a great way of getting children involved in keeping the neighborhood clean and safe. If children are responsible for keeping trash picked up, they might be less likely to litter to begin with.



### **Repeated violators are subject to lease termination and eviction.**

If you have bulky items or boxes that you need to get rid of you may contact the office and we will direct, you to one of our local BHA neighborhood dumpsters.

Also, please do not forget to quickly pick up your empty trash cans and place them back behind your house by the end of your trash pick-up day. Maintenance has been instructed to confiscate any trash cans that are out front at the curb through the remainder of the week.



We hope you give these important matters your full consideration. As a tenant of The Buford Housing Authority, you must contribute towards the overall cleanliness and safety of the development as well as be considerate of neighbors, as we are a community. Please call the office if you have questions.



**CODE OF CONDUCT:** When you signed your lease, you agreed to abide by the Authority's Code of Conduct.

**What is a Code of Conduct?**

A code of conduct is a set of rules outlining the norms, rules, and responsibilities of, and or proper practices for, an individual.

It would be a good idea to review BHA's **CODE OF CONDUCT** from your lease.

**20. CODE OF CONDUCT**

- A. I agree to conduct myself and cause others who are on the premises with my consent to conduct themselves in a manner that will not disturb my neighbor's peaceful enjoyment of their accommodations and will be conducive to maintaining the neighborhood in a decent, safe, and sanitary condition.
- B. I agree that I will not allow any person or guest in the dwelling unit or on the premises leased by me to partake in any illegal activity.
- C. I agree to report to the local officials, and then to the authority all illegal activity or activities known to or observed by me occurring in the common areas of the Authority's premises or my dwelling unit, or in any other dwelling unit of the Authority's property as soon as I become aware of such activity.
- D. I agree not to use loud, profane, abusive, or threatening language when speaking to, or in the presence of, Housing Authority staff.
- E. I agree not to allow any individual that has been barred or banned from the Authority's property or evicted from an Authority dwelling unit for cause other than non-payment, to be on any property for which I have responsibility.
- F. I agree that any repeated violations of this Code of Conduct section will be considered serious violations of the terms and conditions of this Lease.

**Examples of violations of the CODE OF CONDUCT:**

Doing anything that disturbs the peace of the neighborhood. This means **NOISE** (especially after dark), children causing disturbances inside or out, noisy pets, loud music or television, not cleaning up after your pet, trash in your yard or parking space, improper driving, smoking, disruptive guests, etc.

Have you or anyone in your household witnessed or are you aware of any illegal activity occurring on the Authority's premises? **Did you know you are required to report to the local officials, and then to the Authority all illegal activity as soon as you become aware of such activity on Housing Authority property?**

**Working together, we can keep our neighborhoods in a decent, safe, and sanitary condition.**

**MOVING OUT:** Are you making plans to move? Our goal at Buford Housing Authority is to help tenants move up and move out. Public Housing is a steppingstone to help families become stable and find their way out of rental assistance programs. We consider tenants who move out to be a success story. When making plans to move, please remember the following lease termination procedures.



## 15. LEASE TERMINATION NOTICES

G. I must give the Authority written notice of my intent to terminate the lease at least a thirty (30) day notice in writing that ends on the last day of the month. I will continue to pay rent through the entire notice period and until I vacate the premises, whichever comes later. The Authority will inspect the apartment and make a list of items to be charged to me. If I wish to be present for this inspection, I must make an appointment with the office at least one working day before the apartment is inspected. It will not be possible to conduct a termination inspection until all items are removed from my apartment. The inspection will be conducted during regular office hours. If I fail to make arrangements for a termination inspection, I accept the findings of the Authority and will pay such reasonable charges as shall be made by the Authority. Any funds due the Authority are due and payable immediately, and any credits due me for unearned rent paid or unused security deposit will be subject to offset before being refunded to me. Any refund due to me will be paid as soon as possible, but not more than thirty (30) days after the apartment has been vacated, keys returned to the Authority, the move-out inspection has been completed and any negligent damages assessed. Upon move out, if your key is not returned, you will be charged \$40.00.



**PARKING:** If your development has numbered parking spaces, please make sure you park in your assigned numbered space first and a blank parking space only if necessary. **DO NOT PARK IN ANOTHER APARTMENT'S SPACE.** If you have guests over it is your responsibility to make sure they do not park in your neighbor's numbered space.


**If your vehicle is photographed in someone else's numbered space, you can be charged a \$20 parking fine for EACH OCCURANCE.**

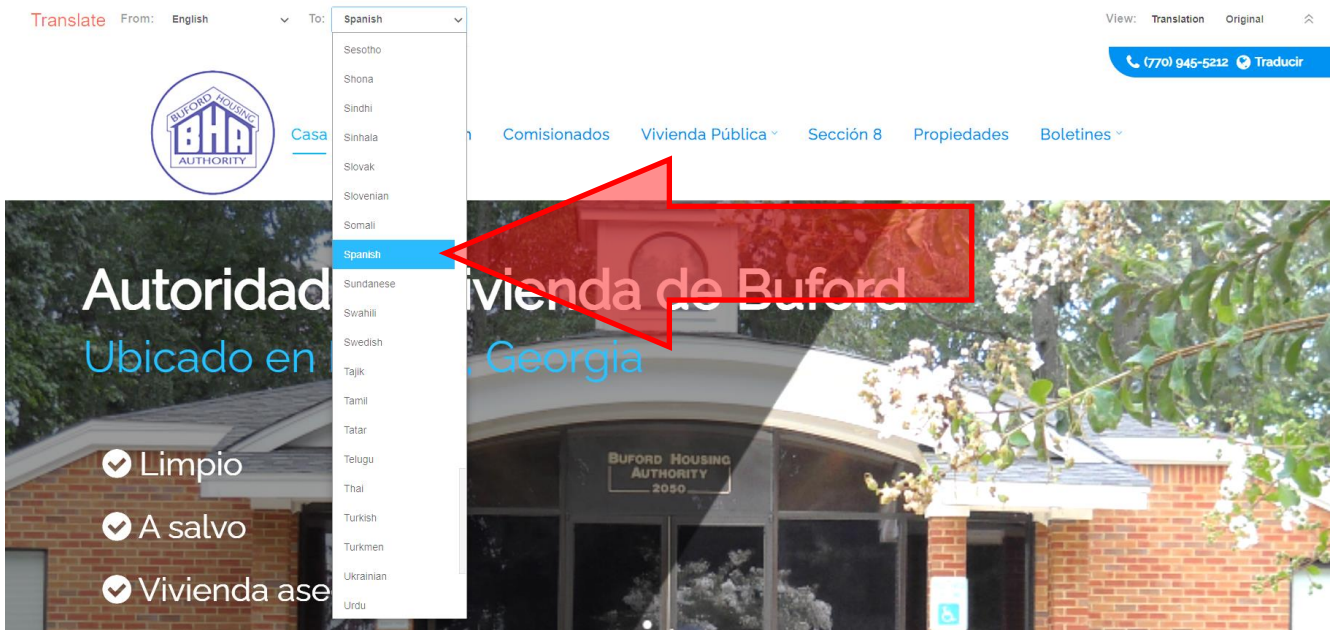
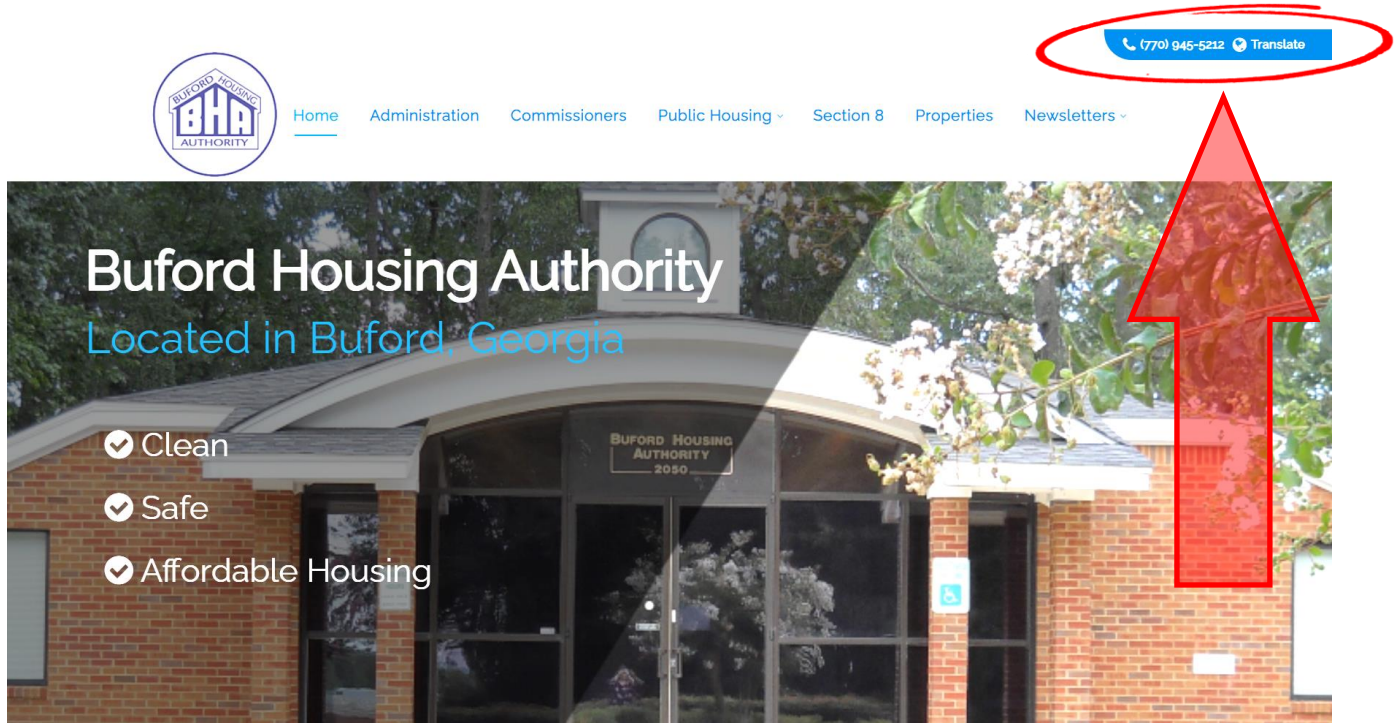
Your lease states:

## 6. OBLIGATION OF RESIDENT

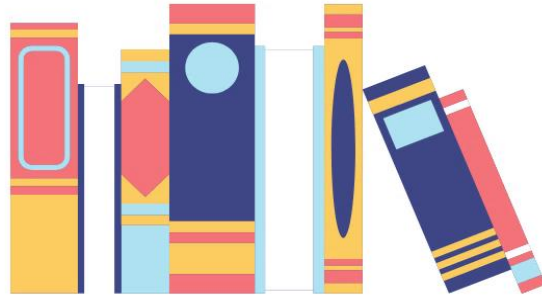
F. .... If I live in a development where the parking spaces are assigned, I will park only in my assigned parking space or another unmarked parking space. I will not park in the assigned parking space of another resident nor will I allow my family or guests to do so. My parking in another's assigned parking space or my family or guests doing this will be considered a serious violation of my Lease.



**WEBSITE TRANSLATOR:** Our website can now be easily translated into over 100 different languages. When you go to our website [bufordhousing.com](http://bufordhousing.com), in the top right corner you will see a blue tab.  Click on the word Translate and you will be taken to Google Translate. There you can choose your language in the drop-down box and Google will translate the page into your selected language.







# What to Read?

May 2021- "Mystery Month"

May is the perfect time to curl up with a good mystery. Looking for something to keep you glued to the pages all night long? GCPL has got you covered!

***All the Devils are Here***

by Louise Penny



***The Big Lie: A Jack Swyteck Novel***

by James Grippando

***The Boy from the Woods***

by Harlan Coben



***The Devil's Bones***

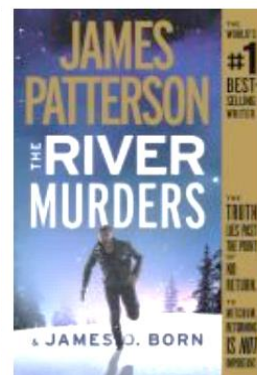
by Carolyn Haines

***Lavender Blue Murder***

by Laura Childs

***The River Murders***

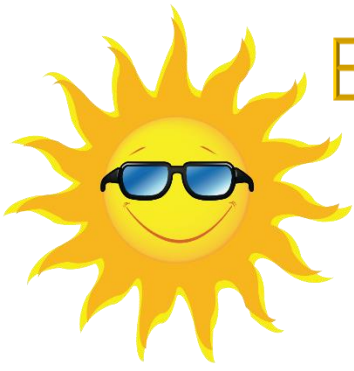
by James Patterson



***Stone Cross***

by Marc Cameron

Check our library catalog for more: [gwinnettbibliocommons.org](http://gwinnettbibliocommons.org)



# BUFORD-SUGAR HILL BRANCH

## May Virtual Programs



### LIBRARY HOURS

Monday - Thursday 10AM to 6PM  
Friday - Saturday 10AM to 5PM  
Sunday 12PM to 5 PM

### NOTICE

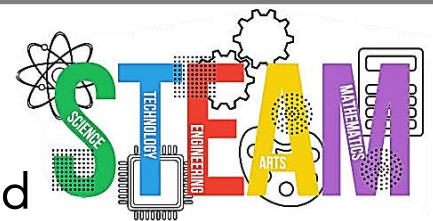
- Masks and temperature checks are required
- Social distancing measures in place
- Learning labs, Open Access service, meeting rooms conference rooms, and quiet room will remain closed
- Some of our furniture and devices will remain unavailable



### Arduino 101

Wednesday - May 12<sup>th</sup> at 6:30 pm

Join us in a Google Hangout and learn to code and build fun circuits with Arduino online. For Teens and Adults.



### STEAM Squad

Mondays - May 3<sup>rd</sup> & 17<sup>th</sup> at 4 pm

Join us in a Google Hangout as we delve into some STEAM at-home activities and explore different fields of science.

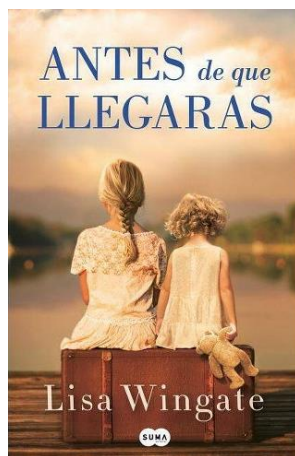
For Grades 4<sup>th</sup> - 5<sup>th</sup>.

### Bilingual Book Club

Tuesday - May 4<sup>th</sup> at 1pm

Come discuss the book with us virtually / *Lea el libro del mes en inglés o español y venga a discutirlo con nosotros en inglés o español.*

May's Book: Before We Were Yours/*Antes de que Llegaras* by Lisa Wingate



### Afternoon Storytime LIVE!

Wednesdays at 1PM

Join us for a Storytime Wednesday! For Kids of All Ages. **\*Registration Required**



GWINNETT COUNTY  
**PUBLIC LIBRARY**

BUFORD-SUGAR HILL BRANCH  
2100 Buford Highway, Buford, GA 30518

Find links to these events at: [https://gwinnettpl.libnet.info/events\\*](https://gwinnettpl.libnet.info/events*)