

Northeast Georgia Housing Authority



Serving
Clarkesville, Cleveland, Cornelia, Demorest, Helen, Homer, Toccoa
437 South Pond Street—P.O. Drawer J
Toccoa, Georgia 30577 TDD (706) 886-0318
(706) 886-9455
negaha@negeorgiahousing.com
www.negahousingauthority.com

TENANT INFORMATION

Rent Payment

Rent is due the 1st day of each month. It is considered late after 5:30 pm on the 5th calendar day of each month. A \$5.00 late fee will be added on the 6th day of the month and \$1.00 added each additional day the rent remains unpaid during the month it is due. Late payments will not be accepted more than three (3) times in a twelve month period, after the 3rd time a dispossession warrant will be taken through the county magistrate's court. Payments offered after the dispossession action and before a writ of possession has been obtained shall be accepted with court costs, one time only in a twelve month period. Rent may be paid by personal check, money order, in person, by mail or through our drop box located at the main office located at 437 S. Pond St., Toccoa, GA 30577. **Cash will not be accepted.** We strongly encourage you to take advantage of the ACH debit authorization to ensure your rent is paid on time each month. If you mail your rent, please ensure that it is mailed to P.O. Drawer J, Toccoa, GA 30577. The postmark must show it was mailed one day in advance of the 5th calendar day to avoid late fees.

Inspections

Inspection of apartments shall be performed at the time a new resident moves into an apartment, at any time an inspection is deemed necessary or an emergency, at the time a resident moves out of an apartment, and annually for all apartments according to an adopted schedule. All Occupancy related inspections shall be performed by the Site Managers or other person designated by the Director of Housing Management.

Changes: Income/Family Composition

An interim recertification will be processed if the tenant reports:

- A change in family composition;
 - An increase in a family's cumulative income of \$200 or more a month;
 - An increase in allowances (e.g., number of dependents, a new disability assistance expense);
 - Most decreases in income
 - A change in citizenship or eligible immigration status of any family members.
- All changes must be reported within ten (10) days.

Yards, Porches and Parking Lots

The Lease and House Rules with Northeast Georgia Housing Authority states that you are responsible for keeping your area free of litter and debris and animal waste. This includes parking lot areas used by you and your visitors.

You may not store indoor furniture, exercise equipment or motorized riding toys, etc.. on your porch or in your yard. In order for us to maintain a uniform, clean look at our properties, only outdoor furniture and plants will be allowed on your porch..

Yards, roofs, and parking lots found with trash, litter, grease, cigarette butts, bottle caps, etc. will receive a charge of \$40.00. Animal waste found in the yard is also considered waste and fees may be charged to your account.

Vehicles found parked on the grass areas of your unit will be charged with the cost to restore the lawn with grass. **PLEASE REFRAIN FROM PARKING ON THE GRASS.**

CURBSIDE SERVICE

Furniture which is not being used or any other household item that cannot go in the garbage must be placed on the curb on Wednesday after 6:00 pm, so that it can be picked up and carried to the landfill on Thursday. If furniture or any other item is placed on the curb any day other than Wednesday after 6:00 pm, it will be picked up and you will be charged a landfill fee.

Trash Receptacles

Dumpster and/or trash receptacles are made available at each site for use by Residents only. It is your responsibility to use the trash cans properly by putting household trash in bags tied securely making sure the trash can has the lid put on it and the dumpster door is closed to keep animals out. Do not leave trash outside the dumpster. Do not leave trash on your porches. If any household bags of trash are found left on porches or in the yard beside the porch or in front of any trash receptacles you will receive a yard cleaning charge. Keeping our community clean is our priority.

Vehicles

There shall be no maintenance or repairs performed on any vehicle on the premises. This includes, but not limited to, jacking up a vehicle, changing oil or other fluids, changing brakes or any other work of a maintenance nature.

There is no assigned standard parking spaces as general parking is first come, first serve.

Vehicles that do not properly display a valid license plate, that are not in running condition, and/or do not have fully inflated tires will be towed, at the expense of the resident or vehicle owner, without advance notice.

CMD/ Smoke Alarms

Management will maintain an operational smoke and carbon monoxide detector in every apartment. The resident **MUST** not tamper with, remove, remove the battery, disarm or otherwise disturb any fire detector, smoke detector or carbon monoxide detector. Violation of this provision is punishable by law and will result in charges to your account and/or may result in termination of your lease.

I certify that I and/or we have received a copy of the tenant Information and agree to abide by these rules:

Signature

Date

Signature

Date

Signature

Date



Northeast Georgia Housing Authority

Serving

Clarkesville, Cleveland, Cornelia, Demorest, Helen, Homer, Toccoa
437 South Pond Street—P.O. Drawer J
Toccoa, Georgia 30577 TDD (706) 886-0318
(706) 886-9455 fax: 706-886-0268
negaha@negeorgiahousing.com



NOTES FOR RESIDENTS

POWER COMPANIES

Georgia Power Company

- ❖ Clarkesville, Cornelia, Demorest, Homer
1-888-660-5890
- ❖ Cleveland, Helen
1-888-660-5890
(White St, Pinecrest Dr, Cloverdale St)
- ❖ Toccoa
1-888-660-5890

Habersham EMC

- ❖ Cleveland (Bryant St) 706-754-2114

GAS COMPANIES

- ❖ Cornelia, Clarkesville
GA Natural Gas – 877-850-6200
- ❖ Toccoa
City Hall – 706-282-3311

**YOU MUST HAVE ALL
UTILITIES IN YOUR NAME!!!**

WATER DEPOSITS – CITY HALL

Clarkesville	706-754-4216
Cleveland	706-865-2017
Cornelia	706-778-8585
Demorest	706-778-4202
Helen	706-878-2733
*Homer	706-677-3510

RENT: All rent is due on the first (1st) of the month, and NO LATER THAN the fifth (5th) day of each month. Depending on the city in which you live, your rent can be paid at the following locations:

Clarkesville

South State Bank
999 S. Washington, Clarkesville

Cleveland

South State Bank
129 N. Main St., Cleveland

Helen

NEGAHA Drop Box
City Hall, Helen

Cornelia

South State Bank
448 N. Main Street, Cornelia

Demorest

South State Bank
999 S. Washington, Clarkesville

Homer

Drop Box
Homer Office

Toccoa

South State Bank
757 S. Big A Road

Queen Street

South State Bank
757 S. Big A Road



MAIL: YOU MUST RECEIVE MAIL AT YOUR APARTMENT ADDRESS IF A MAILBOX IS PROVIDED!!!

Take your lease to the POST OFFICE to verify your apartment number for a key to your mailbox.



WORK ORDERS & EMERGENCIES –

800-752-8546 or 706-886-7326

ADMINISTRATIVE OFFICE –

800-596-1380 or 706-886-9455

Providing Affordable and Quality Housing.

