

## NOTICE

Dear Participants and Landlords,

Please allow our staff at least 72 hours to respond to call or emails before escalating your concern. Direct Deposits and check payments should be received by the 5th of each month. If you have not received your payment by the 6<sup>th</sup> of the month, at that time please contact our office. A staff directory is located under the Section 8 tab of the website.

If you would like to visit our office, we are open for walk in service hours on Monday or Friday between the hours of 9:00 – 11:30 am and 1:30 – 4:00 pm. The office is closed during lunch from 12:00 -1:30p.m.

Thank you for your patience.