

## ATTENTION HOUSING TENANTS:

Reminder of the Key/Unlock Policy. This is not an emergency, there will be a **\$20.00 charge for UNLOCK** and a **\$10.00 charger PER KEY** at the TIME OF SERVICE/IN ADVANCE.

It is also the responsibility of the TENANT to keep OUTDOOR FURNANCE VENTS CLEARED OF SNOW. Call for vent location.

**HOUSING WILL NOT BE SHOVELING ROOFS.**