



1000 Carthage Street | Sanford, NC 27330  
Mailing Address: P.O. Box 636 | Sanford, NC 27331  
919-776-7655  
[www.sha-nc.org](http://www.sha-nc.org)

## Offices of the Sanford Housing Authority Will Be Closed to the Public Due to the COVID-19 Outbreak

Closure will take effect March 16, 2020 and will be effective until further notice.

With COVID-19 reaching pandemic status, the Sanford Housing Authority is taking steps to ensure the safety and well-being of its residents, partners, and employees.

Effective Monday, March 16, 2020, the SHA Central Office and all ancillary property management offices will be closed to the public. Clients that have appointments scheduled after this date will be contacted by their housing choice voucher specialist or assistant property manager to reschedule.

Routine maintenance work orders will be completed when the offices re-open to the public. If residents have an emergency work order, they should contact the following:

**Linden Heights, Utley Plaza, Foushee Heights Residents: 919-776-2263**  
**Matthews Court, Garden Street, Gilmore Terrace Residents: 919-718-0422**  
**Stewart Manor, Harris Court Residents: 919-776-1201**  
**After hours emergency maintenance: 919-770-3442**

Emergency Work Orders Include:

- Major plumbing leaks or flooding, waterlogged ceiling or floor in imminent danger of falling
- Natural gas leak
- An electrical problem that could result in shock or fire
- Utilities not in service (non-weather related), including no running hot water
- Absence of a functioning toilet
- Any condition that jeopardizes the security of the unit (broken window, door, lock, etc.)
- Absence of heat in entire unit (September 30 - May 1)
- Absence of air conditioning (April 30 - October 1)

Any payments should be dropped off in the payment drop box located at 1000 Carthage Street, Sanford, NC 27330, or mailed to the following address: Sanford Housing Authority, P.O. Box 636, Sanford, NC 27331.

All housing evictions and voucher terminations are halted until March 27, 2020. During this time period, annual recertifications will be rescheduled.

Please be advised that SHA staff may not be remaining on the property once an outbreak in the area has been reported. We encourage all clients to take responsibility for themselves and their families, just as we have advised our employees. Please follow any instructions issued by the Center for Disease Control and the Public Health Departments.

We discourage the use of common areas, such as the community rooms currently. Visitors for social purposes, especially at our elderly properties, are strongly discouraged during this time.