

**HOUSING
PARTNERSHIP
OF THE FOX
CITIES**

Housing Partnership Staff &
Contact Information

Main office:
(920) 731-6644 Phone
(920) 731-7087 Fax

Non-emergency Maintenance
Line ex. 109

Emergency maintenance
pager: (920) 554-4027
(Enter your phone number after
the beep and someone will call
you back.)

Lisa Schneider, Executive
Director ex. 101

Jenni Kunding, Case Man-
ager ex. 108

Dorothy Olson, Life Skills
Coordinator ex. 107

Emma Reiser, Rental Program
Mgr. ex. 102

Lee Rossiter, Administrative
Services Coordinator ex. 103

Skip Bowen, Administrative
Assistant

Michelle Jensen, Health and
Wellness Coordinator

Mike Ninedorf, Project Man-
ager

Karen Schiller, Development
Director

Nancy Seversen, Project Coor-
dinator

Amy Seversen, Project Assis-
tant

Housing Partnership website:
www.housing-partnership.org

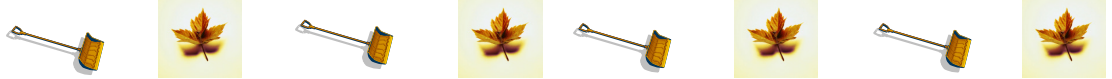
Office location:
605 E. Hancock St.,
Appleton, WI 54911

Office hours:
Mon. – Thurs.: 8 am – 4 pm
Fri.: 8 am – 12 pm

**A drop box is located to the
right of our front office door.
Please be sure to include a
payment slip and put your
payment in an enclosed
envelope when using the
drop box.**

Fall 2009 Tenant Newsletter

OCTOBER 2009



Property upkeep reminders...

Fall Leaf Collection

If you are responsible for yard care such as mowing the lawn and raking leaves, included with this newsletter is information about how to dispose of leaves this fall.

If you do not have a rake, please leave a mes-
sage on our maintenance line at (920) 731-6644
ex. 109 to request one.

The Housing Partnership takes care of the ma-
jor snow removal at 2420 E. Peter St., 320 W.
Eighth St., 418 N. Morrison St., and 601 E. Han-
cock St. However, we will leave shovels in ar-
eas accessible to tenants and we appreciate
your assistance in keeping walkways clear and
safe.

Snow Removal

If you are responsible for snow removal, please
check to make sure you have a shovel that is in
good condition. Leave a message at (920) 731-
6644 ex. 109 to request one if necessary. If you
share these responsibilities with your neighbor,
don't forget to work out a schedule that is agree-
able for both of you. Also, don't forget to put
down salt if ice forms on the sidewalk.

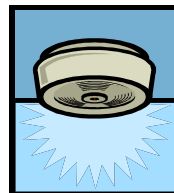
Furnace Filters

Tenants who have access to their furnace
should check the furnace filter monthly during
the heating season (most tenants who live in
buildings with more than 2 apartments do not
have access to their furnace). A clean furnace
filter allows the furnace to run safely and effi-
ciently. If you have questions about how to
check or change the furnace filter, give us a call.

Don't forget to check your smoke detectors
monthly and to replace your batteries at
least twice each year. Day-light saving
time is a great time to replace the batter-
ies. The next daylight saving time is on
11/1/09. If your smoke detector is chirp-
ing, this means a new battery is needed
ASAP!

If you can't reach your smoke detector or
have any other problems, please call us
right away.

Also, remember to never
disable your smoke detec-
tor. Smoke detectors are in
place for you and your fam-
ily's safety.



Salvation Army— Fox Cities 2009 Christmas Sign up:

- Located at 647 S. Green Bay Rd. in Neenah (former Pick 'n' Save by Shopko)
- Sign up days are 11/11 from 8 am to 4 pm, 11/12 from 8 am to 7 pm, and 11/13 from 8 am to 1 pm.
- This is the sign up for food, toys, Adopt-A-Family, and Coats for Kids
- You must bring a photo id, proof of income*, proof of residency**, and Social Security cards for all family members.
- Call 734-3324 with questions.

*most recent check stubs

**must be resident of Appleton, Neenah, Menasha, Little Chute, Kimberly, Kaukauna, Combined Locks, Greenville, Grand Chute, Larsen or Darboy



Housing Partnership of the Fox Cities

605 E. Hancock St.
Appleton, WI 54911

Single-Stream Recycling



Many communities are starting to use single-stream recycling as a more efficient way to recycle. Single-stream recycling means that all recyclables are placed in the same container, such as paper, glass, and plastic. Single-stream recycling does not mean putting trash and recycling together. Some of our tenants already use this system and some will have to start using this system soon. Please see below for more information.

Tenants who put their garbage and recyclables into

Waste Management dumpsters:

The single-stream system is already being used. Please put all recyclables in the recycling dumpster and trash in the garbage dumpster.

Tenants who live in Appleton:

Single-stream recycling was implemented this summer. If you still sort your recyclables they will still be collected, but it is not necessary to do so. You can put your garbage in the black city-issued garbage canister and all recyclables in a

Friendly Reminders

- The Housing Partnership office closes at noon on Fridays. This is a good thing to remember on rent day!
- Please use a payment slip and put your payment in a sealed envelope when using the drop box. You can request more payments slips from our office at any time.
- We encourage tenants to make their apartment feel like home, but please limit window treatments to curtains and blinds. Sheets and other similar coverings are not acceptable.
- Quiet hours are from 10 pm to 7 am. Noise should be kept to a reasonable level at other times as well.

HOLIDAY OFFICE HOURS:

The Housing Partnership office will be closed on the following days:

- November 26 and 27 for Thanksgiving
- December 24 and 25 for Christmas
- We will close at noon on 12/31 and be closed all day on 1/1 for The New Year holiday.
- Rent may be paid on the 4th of January without penalty because of the holiday.

DON'T FORGET TO APPLY FOR ENERGY ASSISTANCE IF YOU HAVE NOT DONE SO ALREADY.

RESIDENTS OF OUTAGAMIE COUNTY SHOULD CALL 1-800-506-5596 TO APPLY FOR ASSISTANCE WITH UTILITY BILLS. APPLYING FOR ENERGY ASSISTANCE ALSO HELPS TO QUALIFY YOUR RENTAL UNIT FOR OUTAGAMIE COUNTY WEATHERIZATION SERVICES.

RESIDENTS OF WINNEBAGO COUNTY SHOULD CALL (920) 729-2790 FOR ASSISTANCE WITH HEATING COSTS.

Tenants who live in Neenah:

Single-stream recycling will start in January 2010. At that time you may place all of your recyclables in one container and they will be picked up weekly on your regular garbage day.

Tenants who live in Menasha:

Regular recycling and garbage procedures are to be used for now. We will inform you if we hear otherwise.

No-Smoking Rule



The Housing Partnership has a no-smoking rule for all of our properties. We appreciate everyone's cooperation with this rule, including your guests' cooperation.

While there is not a rule regarding smoking outside, please be considerate of your neighbors and pick up after yourself. Don't smoke near someone else's door or window and dispose of all cigarette butts in a non-flammable container that is emptied at least once per week.