



"Breaking the Cycle of Homelessness
One Family at a Time"

FRIENDLY
REMINDERS

- Rent is due on the 1st of each month with a grace period until the 6th.
- The office will be closed:
 - Jan. 1st.
 - Jan. 18th
 - Feb. 15th

If we receive your rent payment no later than 5:00 pm on the 6th of each month, you will automatically be entered to win a \$50 Walmart gift card. Pay on time for the entire year and you are entered to win a \$250 Walmart gift card. **Good Luck!**



October – Maria
November – Marian
December – Gerald
Annual - Ron

A Brief Refresher

- ALL tenants are responsible for changing their own **light bulbs**.
- ALL single-family homes are responsible for changing their **furnace filters**. This time of the year would be a great time to change them.

ANNUAL HOUSEHOLD CERTIFICATIONS

As a non-profit, we are required by the State to send these forms out for completion by the tenant every year. When you receive your form, please complete, and return ASAP.

Money Orders & Cashier's Checks Reminder

Please make sure your **NAME** and **ADDRESS** are on your method of payment. It will not be posted to your account if we cannot identify who submitted the payment.

Do **NOT** sign the back of your money order or cashier's check.

Financial Hardships Due to COVID-19

Several agencies in Topeka have received funds to financially assist those affected by COVID-19. For all issues with your rent, whether partial pay or late pay, contact Lisa, Finance Manager, at 785-232-1650. If you need help with rent, utilities, or food, please contact these agencies:

- Community Action: 785-235-9296
- Doorstep: 785-357-5341
- Catholic Charities: 785-233-6300

- Let's Help: 785-234-6208
- Salvation Army: 785-233-9648
- CRC: 785-233-1365

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OFFICE HOURS:

Monday - Friday 8-5
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