

# January



# 2024



It is a pleasure to present you with our 2024 CIRHA Resident Calendar. It contains advice and useful tips for you that we hope you will find helpful.

CIRHA STAFF

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	<b>RENT DUE</b> 1 Happy New Year! CIRHA Office Closed	2	3	4	5	6
7	8	9 Pest Control in MELCHER - DALLAS	10 Pest Control in BOONE	11 Pest Control in REDFIELD	12	13
14	15 Martin Luther King Jr. Day CIRHA Office Closed	16 Quarterly Inspection in BOONE elderly	17 Quarterly Inspection in BOONE family	18 Pest Control in COLFAX & NEWTON Quarterly Inspection in ADEL & WOODWARD	19	20
21	22	23 Pest Control in MADRID & PERRY	24	25	26	27
28	29	30	31 Check your smoke detectors	1	2	3
4	5	6	7	8	9 After Hours Maintenance Emergencies Please call (515) 246-9392	10 Maintenance Work Orders Please call (515) 986-1882 x107

# February



# 2024



## INCOME

### What is counted as income?

Annual income is the anticipated total income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family over 18 and not a full-time student. When a family member goes to work, 20% of the earned income is deducted.

### Is income verified?

CIRHA verifies income through methods of verification acceptable to HUD. These include using HUD's Enterprise Income Verification system, obtaining information through computer matching and written third party verification.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1 RENT DUE	2	3
4	5	6	7	8	9	10
11	12	13	14 Quarterly Inspection in NEWTON	15	16	17
18	19 President's Day CIRHA Office Closed	20	21	22	23	24
25	26	27	28	29 Check your smoke detectors	1	2
3	4	5	6	7	8 After Hours Maintenance Emergencies Please call (515) 246-9392	9 Maintenance Work Orders Please call (515) 986-1882 x107

# March



# 2024



### How is rent calculated?

There are two ways to calculate your monthly rent to CIRHA. One is generally based on 30% of a resident's adjusted income. The other is a flat rent that is based on Fair Market Rents in the community.

In order to rent a unit, you must sign a lease. It shows the amount of rent you must pay; however, the amount of rent may change based on changes in the household .

### What happens if I give false or incomplete information?

If you give false or incomplete answers to questions about your income, family size, or similar matters, CIRHA will seek eviction, back charges, and possibly criminal prosecution.

Be sure to report all changes in income or family within 10 days!

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	1 RENT DUE	2
3	4	5	6	7	8	9
10	11 Quarterly Inspection in PERRY elderly	12 Quarterly Inspection in PERRY family	13 Quarterly Inspection in MADRID	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31 Check your smoke detectors	1	2	3	4	5 After Hours Maintenance Emergencies Please call (515) 246-9392	6 Maintenance Work Orders Please call (515) 986-1882 x107

# April



# 2024



## MAINTENANCE

### Who should I call for repairs?

All repairs must be reported by calling:

**(515) 986-1882** x107.

### Will I be charged to get something fixed in my home?

Residents will not be charged for repairs due to normal wear and tear. Residents will be charged when they cause damage to their unit or appliances.

### What should I do about a maintenance emergency?

During regular business hours, contact the CIRHA office and a CIRHA worker will immediately be notified.

After hours, contact the CIRHA answering service:

**(515) 246-9392**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 RENT DUE	2	3	4	5	6
7	8	9 Pest Control in MELCHER-DALLAS	10 Pest Control in BOONE	11 Pest Control in REDFIELD	12	13
14	15	16	17 Quarterly Inspection in ADEL & WOODWARD	18 Pest Control in COLFAX & NEWTON	19	20
21	22	23 Pest Control in MADRID & PERRY	24	25	26	27
28	29	30 Check your smoke detectors	1	2	3	4
5	6	7	8	9	10 After Hours Maintenance Emergencies Please call (515) 246-9392	11 Maintenance Work Orders Please call (515) 986-1882 x107

# May



# 2024



## MAY I HAVE A PET?

Certain types of pets are allowed. A pet deposit will be charged. Persons with disabilities who require a service animal may be exempt from the pet deposit.

For the safety of all residents, there are strict rules regarding pet size and weight. Each pet must have all required shots.

Your guests are NOT allowed to bring pets when they visit.

Please do not get a pet before you have gotten approval from CIRHA.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1 RENT DUE	2	3	4
5	6	7	8	9	10	11
12	13 Quarterly Inspection in REDFIELD	14 Quarterly Inspection in MELCHER- DALLAS	15	16	17	18
19	20	21	22	23	24	25
26 Memorial Day CIRHA Office Closed	27	28	29	30	31 Check your smoke detectors	1
2	3	4	5	6	7 <b>After Hours</b> Maintenance Emergencies Please call (515) 246-9392	8 Maintenance Work Orders Please call (515) 986-1882 x107



## OUTDOOR RESPONSIBILITIES

### Who is responsible for taking care of yards?

If you are renting a house or duplex, you are responsible for mowing your yard and removing weeds.

### Trash and Garbage removal

When you dispose of trash properly, less litter is scattered around the neighborhood. Each complex provides a method for disposing of household waste.

If your complex provides dumpsters, place your trash in bags and deposit them in the dumpster. Do NOT place furniture items by the dumpster!

### Use of BBQ Grills

You may use BBQ grills outside. Make sure they are at least 10 feet away from the building when in use and until cool.

### Storage Sheds

Make sure to store your lawn mowers and fuel inside your storage sheds to discourage improper and unauthorized use.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1 RENT DUE
2	3	4	5	6	7	8
9	10	11 Quarterly Inspection in MADRID	12 Quarterly Inspection in COLFAX	13	14	15
16	17	18	19 Juneteenth Observed CIRHA Office Closed	20	21	22
23	24	25	26	27	28	29
30 Check your smoke detectors	1	2	3	4	5 After Hours Maintenance Emergencies Please call (515) 246-9392	6 Maintenance Work Orders Please call (515) 986-1882 x107



## LEASE VIOLATIONS

**Why are some residents evicted?** The majority of residents follow the rules. However, when residents fail to pay rent, destroy property or violate their lease, CIRHA must seek eviction to keep housing in decent condition for the other residents.

**What are serious lease violations?** Failing to report changes in income or family size accurately and/or timely, destruction of CIRHA property, allowing unauthorized occupants, keeping unapproved pets, poor housekeeping habits, fighting, or threatening the health and safety of other residents and staff are all serious lease violations that can result in eviction.

**What happens if I don't pay my rent?** Rent is due on the first day of the month and is considered late after the 5th. Residents who have not paid rent on or before the 5th of the month will be sent a late notice. If a resident does not pay the full rent by the date in the notice, CIRHA will begin eviction.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1 RENT DUE	2	3	4 Independence Day CIRHA Office Closed	5	6
7	8	9 Pest Control in MELCHER-DALLAS	10 Pest Control in BOONE	11 Pest Control in REDFIELD	12	13
14	15 Quarterly Inspection in ADEL & WOODWARD	16 Quarterly Inspection in BOONE elderly	17 Pest Control in COLFAX & NEWTON Quarterly Inspection in BOONE family	18	19	20
21	22 Pest Control in MADRID & PERRY	23	24	25	26	27
28	29	30	31 Check your smoke detectors	1	2	3
4	5	6	7	8	9 After Hours Maintenance Emergencies Please call (515) 246-9392	10 Maintenance Work Orders Please call (515) 986-1882 x107

# August



# 2024



**Why does CIRHA have to inspect my housing unit?**

Federal regulations require management to inspect your home when you move in, and when you move out. CIRHA also inspects each unit on a quarterly basis to be pro-active in repairing damages.

**What kinds of decorations are allowed in my home?**

You are welcome to add personal touches to your home, but certain permanent or damaging changes are not allowed at all.

- \* Decorate with removable materials and fasteners.
- \* Wallpaper and painting is not allowed.
- \* Do not install permanent shelves or ceiling hooks.
- \* You may lay telephone, television or electric cords or cable only along the wall, preferably behind furniture. They may not run across doorways, hallways, or areas of the floor where someone could trip on them.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1 RENT DUE	2	3
4	5	6	7	8	9	10
11	12 Quarterly Inspection in REDFIELD	13 Quarterly Inspection in NEWTON	14 Quarterly Inspection in MELCHER-DALLAS	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 Check your smoke detectors
1	2	3	4	5 After Hours Maintenance Emergencies Please call (515) 246-9392	6 Maintenance Work Orders Please call (515) 986-1882 x107	7



# September



# 2024



## Motor Vehicles

### May I repair my vehicle on CIRHA property?

No, you may not make major repairs to your motor vehicle on CIRHA property.

### What about an inoperative vehicle near my home?

You should report abandoned or inoperative vehicles to CIRHA. A warning notice will be put on the vehicle and, if it is not moved, it may be towed at the owner's expense.

### What about my guest's vehicle?

If you are going to have guests, check with CIRHA regarding parking restrictions for your complex. Guest parking guidelines vary at the different complexes and are strictly enforced.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 RENT DUE	2 Labor Day CIRHA Office Closed	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Quarterly Inspection in COLFAX	17 Quarterly Inspection in PERRY elderly	18 Quarterly Inspection in PERRY family	19	20	21
22	23	24	25	26	27	28
29 Check your smoke detectors	30	1	2	3	4	5
6	7	8	9	10	11 After Hours Maintenance Emergencies Please call (515) 246-9392	12 Maintenance Work Orders Please call (515) 986-1882 x107

# October



# 2024



## FIRE SAFETY

### How can I protect my home and family from fire?

Most fires are caused by grease on stoves, unsupervised children, or careless smoking. Tragedy can be prevented by practicing these home fire safety tips every day:

- \* Clean grease off your stove so it can't catch fire
- \* Never store flammable or combustible products in your unit
- \* Never use ovens or burners on gas stoves to heat your home
- \* Smoking is not allowed in the units. Smoking is only allowed 25 feet or more from the buildings.
- \* Never store plastic, paper or other items in the oven
- \* Never leave candles burning when sleeping or not at home.
- \* No fire pits (portable or otherwise) are allowed at any unit.

**SMOKE DETECTORS MUST BE WORKING AT ALL TIMES IN ORDER TO ALERT RESIDENTS OF A FIRE.**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1 RENT DUE	2	3	4	5
6	7 Pest Control in MELCHER-DALLAS	8 Pest Control in BOONE	9 Pest Control in REDFIELD	10	11	12
13	14	15 Quarterly Inspection in BOONE elderly	16 Pest Control in COLFAX & NEWTON	17 Quarterly Inspection BOONE family	18	19
20	21 Pest Control in PERRY & MADRID	22	23	24	25	26
27	28	29	30	31 Check your smoke detectors	1	2
3	4	5	6	7	8 After hours Maintenance Emergencies Please call (515) 246-9392	9 Maintenance Work Orders Please call (515) 986-1882 x107

# November



# 2024



## Housekeeping

### What is considered good housekeeping?

CIRHA expects you to keep a neat and clean home. A clean home helps keep your family healthy, sets a good example for children, keeps household pests away, makes it easier to find things, helps prevent fires, and increases overall home safety.

### **You are expected to:**

- \* Clean grease and spilled food from your oven and stovetop
- \* Clean your dishes and clothes regularly so they don't pile up
- \* Keep your floors, counters and cabinets clean
- \* Keep the inside and outside of your refrigerator clean
- \* Scrub your tub, shower, and toilet as needed to keep clean
- \* Throw away your kitchen garbage and household trash every day.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1 RENT DUE	2
3	4	5	6	7	8	9
10	11 Veteran's Day CIRHA Office Closed	12	13	14	15	16
17	18 Quarterly Inspection in REDFIELD	19 Quarterly Inspection in NEWTON	20 Quarterly Inspection in MELCHER- DALLAS	21	22	23
24	25	26	27	28 Thanksgiving CIRHA Office Closed	29 Family Day CIRHA Office Closed	30 Check your smoke detectors
1	2	3	4	5	6 After Hours Maintenance Emergencies Please call (515) 246-9392	7 Maintenance Work Orders Please call (515) 986-1882 x107

# December



# 2024



## SAVING ON UTILITIES

How can I save money on electricity and gas?

The most important thing is to use gas and electricity wisely:

- \* Turn off lights when they are not needed.
- \* Don't leave your TV, stereo or computer turned on when not being used.

In cold weather you should:

- \* Dress warmly in your home
- \* Open window coverings on the sunny side of your home during the day and let the sun give you "free heat"
- \* Close window coverings on cloudy days or as soon as the sun sets.
- \* Keep furniture and floor coverings from blocking air vents
- \* Turn the thermostat down at night and during the day when you are gone
- \* NEVER turn the thermostat off, this may cause pipes to freeze

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 RENT DUE	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Quarterly Inspection in MADRID & PERRY elderly	17 Quarterly Inspection in PERRY family	18 Quarterly Inspection in COLFAX	19	20	21
22	23	24	25 Christmas Day CIRHA Office Closed	26	27	28
29	30	31 Check your smoke detectors	1	2	3	4
5	6	7	8	9	10 After Hours Maintenance Emergencies Please call (515) 246-9392	11 Maintenance Work Orders Please call (515) 986-1882 x107