

GFHA

**GREAT FALLS
HOUSING AUTHORITY**

1500 Chowen Springs Loop

Great Falls MT 59405

406-453-4311

Fax: 406-727-5566

NOTICES

Great Falls Housing

SEPTEMBER, 2014

PYAC Schedule

The schedule will be:

Grade School:

Sept. 12, 2014—6:00 p.m. to 8:00 p.m.

October 10, 2014—6:00 p.m. to 8:00 p.m.

Jr. High and High School:

Sept 26, 2014—6:00 p.m. to 8:00 p.m.

October 24, 2014—6:00 p.m. to 8:00 p.m.

Murphy's Law

Tell someone that there are 300 billion stars in the universe, and they will believe you. Tell them a bench has wet paint on it, and they will have to touch it to be sure.

The new parking lot is complete and the basketball court has already proven to be a great addition to the area.

We hope you take pride in this area and help keep it a fun place to be.



School is back in session. Please remember that the little ones don't always stop to look when they are running to or from the bus.

**CLOSED
LABOR
•DAY•**

September 1st

“They Don’t Live Here”

Linda and Bill have been seeing each other for some time and have decided to live together. Linda is a tenant of the Great Falls Housing Authority and Bill has been couch hopping for a few weeks to keep a roof over his head. Linda suggests that Bill moves in with her, which he does. The neighbors notice that he is staying there and complain to the leasing manager, who in turn notifies Linda that Bill has to leave. Linda tells her leasing manager he is not living there. After sometime the complaints continue and the local housing police officer notices that Bill is still there. A three day notice for unauthorized individuals is issued and Linda responds again that Bill is not living there. The leasing manager requests information from the post office to see who is getting mail at Linda’s residence. They say Linda and Bill are both getting mail at Linda’s residence.

Result: The evidence –neighbors’ complaints, police officer sightings, and receipt of mail. An eviction notice is given to Linda, the tenant, and depending upon the length of time that Bill was present there could be unclaimed income (fraud), plus a bad landlord reference for Linda from the Great Falls Housing Authority. Your guest could be trespassed from the property. Is it worth it?

What to do: You can have a visitor up to 30 days in one year. Notify your leasing manager of any overnight guests. If the individual is going to stay a longer time, you need to add the individual to the lease. See your leasing manager for details.

Terry
Fair Housing Specialist



Inside Story Headline



Caption describing picture or graphic.

ports. While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

This story can fit 150-200 words. One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and re-

"To catch the reader's attention, place an interesting sentence or quote from the story here."

Inside Story Headline

This story can fit 100-150 words. The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field. You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile

new employees or top customers or vendors.

Inside Story Headline

This story can fit 75-125 words. Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thou-

sands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.



Caption describing picture or graphic.



Organization

GFHA

Primary Business Address

Your Address Line 2

Your Address Line 3

Your Address Line 4

Phone: 555-555-5555

Fax: 555-555-5555

E-mail: someone@example.com

Your business tag line here.

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.



Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include

a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual

charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.



Caption describing picture or graphic.