

Malden Housing Authority
630 Salem Street, Malden, MA 02148
781-322-9460 ~ TDD 1-800-545-1833 x103 (24 hrs.) ~ Fax 781-322-4838

THIS IS AN IMPORTANT NOTICE
Please have a family member translate this for you

Cet avis est important, Veuillez le faire traduire.

Enfomasyon sa-a enpotan, fe traduwil.

Это очень важное объявление!

Пожалуйста, попросите кого-нибудь из членов Вашей семьи перевести Вам это объявление.

Đây là một thông báo quan trọng
Hãy nhờ một người trong gia đình dịch
tài liệu này cho quý vị

這是一份重要文件，請盡快找人翻譯

TO: ALL PUBLIC HOUSING RESIDENTS

DATE: OCTOBER 25, 2007

FROM: JENNIFER CARLSON, MALDEN HOUSING AUTHORITY

RE: NEW OFFICE HOURS AND WALK IN POLICY

Effective November 5, 2007, the Public Housing office located at 630 Salem Street has new office hours. You should contact your caseworker/specialist to set up an appointment prior to coming into the office.

Please note you may not be able to see your caseworker/specialist without an appointment. You may come into the office to drop your rent off without an appointment.

All requests (or copies of any documents from your file) will need to be made in writing and you will receive a response by mail within 3 business days.

We appreciate your patience and cooperation and hope that these new changes will help us to provide you with better customer service. If you have any questions, please contact your caseworker/specialist. Thank you.

<u>MHA Staff</u>	<u>Development</u>	<u>Telephone number</u>
Barbara McGlinchy	557 Pleasant Street	781-322-3285
Linda Bruce	89 Pearl Street	781-322-3187
Jennifer Carlson	630 Salem Street	781-322-5495
Sherry Lopresti	Suffolk Manor & 120 Mountain Ave.	781-322-3281
Colleen Sarasin	Forestdale, Springdale & Clement Street	781-322-3248

The new 630 Salem Street office hours are as follows:
Please note our change in hours

Monday 8:30am -4:00pm
***Tuesday 1:00pm – 7:00pm**
Wednesday 8:30am – 4:00pm
***Thursday 8:30am -12:30pm**
Friday 8:30am – 12:30pm