The Yavapai-Apache Nation Tribal Housing department is closed until July 31, 2020 due to the increase in COVID-19 cases within the community. Please note the following:

# ADD HOUSEHOLD MEMBER

To add a household member, please go to the Yavapai-Apache Nation's website and download the household change form. Please complete the form and be sure to add the household member's information to the form including their employer. Please email the form to <a href="mailto:carol.baca@yan-tribe.org">carol.baca@yan-tribe.org</a> or take a picture of the form and send to 928-202-6837. We will update the information with the security personnel at the checkpoints as long as we receive the form Monday through Friday by 2:00pm.

# **EMERGENCY WORK ORDERS ONLY**

Please call the emergency on call number **ONLY** for the following emergencies, water/sewer leaks, a/c, plumbing, and electrical issues. **DO NOT CALL** on-call for any other questions as this takes them away from their work when they are addressing emergency work orders. The **on-call number is 928-821-1773.** Maintenance Supervisor **Danny Chatter can be reached at 928-451-1231** for any other maintenance questions.

# **PAYMENTS MAIL IN ONLY**

We are accepting payments only by mail. Please mail a check or money order to:

Yavapai-Apache Nation Tribal Housing PO Box 3310 Camp Verde, AZ 86322

# **NO PEST CONTROL**

Pest control is not being done at this time as we are only entering homes for emergency work orders.

# **TENANT QUESTIONS**

If you have any questions regarding your account or tenant questions please contact Carol Baca direct office phone at 928-567-7847 or her cell phone at 928-202-6837.

# **DROP BOX**

We are working on having a drop box installed in the front of the housing office where payments and documentation can be dropped off. The drop box will be installed and available on Monday, July 13, 2020. The box will be emptied every day. If you are not comfortable dropping off payments please mail it to PO Box 3310, Camp Verde, AZ 86322. Thanks.

# **PHONE CALLS/MESSAGES**

Please leave a message and the housing staff will return your call as soon as possible. Please be sure to use the phone number **928-567-4191**.

We ask that you please be patient during this time as we do our best to address emergency work orders while limiting the exposure to COVID-19 within the community.

Please be safe during this time by continuing to sanitize surfaces, use a face mask out in public, wash hands for at least 20 seconds, and stay home to help minimize the spread of COVID-19.