



*Martin F. Szydlowski, Executive Director*

TO: Applicants/Tenants  
FROM: Jennifer Boardman, Housing Programs Director  
SUBJECT: Interims/Forms/Contact  
DATE: March 19, 2020

In an effort to help applicants and residents during this time of limited contact, Auburn Housing Authority (AHA) has implemented several changes to assist in this effort.

The first change is we have put our Interim Change Form on our website at [www.auburnhousing.org](http://www.auburnhousing.org). The form can now be printed off easily from the website. If you have lost your job or have been temporarily laid off, PLEASE apply for Unemployment as a first measure. The Unemployment Insurance benefits have been changed during this time and there is no longer a waiting period. Please visit <https://www.maine.gov/unemployment/> for more information. Then you can complete the change form and send it to us.

The second change is AHA has purchased a cell phone for our Housing Division. The cell phone is for TEXTING us pictures of any documents you need to get to us. Please note this cell phone is not for use for regular questions and contact, continue to use our main line at (207) 784-7351. IF YOU NEED TO TEXT A DOCUMENT TO US, PLEASE USE (207) 713-7995.

The third change we have implemented is we are enclosing postage paid envelopes in most of our correspondence. This will make it easier for you to mail your information back to us. Our staff will try to communicate with you on how much documentation you will send back to us to ensure the proper postage. Please do not “overload” the envelopes as they won’t get to us if you do!

Thank you for your assistance and please know we are doing everything in our power to continue to serve you.

