

OFFICE ENTRANCE SIGNS

The signs listed below shall be placed adjacent to the office entrance door:

1. **OFFICE HOURS:** A sign approximately 9" x 11" shall contain:
(Forms: MO-22, MO-23, MO-23a, MO-24, MO-25, MO-26, MO-27)

If between May 1 and Labor Day

"Office hours:

Monday - Friday	9:00 am - 6:00 pm	
Saturday	10:00 am - 5:00 pm	<i>(occasionally)</i>
Sunday	1:00 pm - 4:00 pm	<i>(occasionally)</i>

In case of emergency contact: _____ "*(list property's telephone Number)*

Or, if between Labor Day and April 30

"Offices hours:

Monday - Friday	8:30 am - 5:30 pm	
Saturday	10:00 am - 5:00 pm	<i>(occasionally)</i>
Sunday	1:00 pm - 4:00 pm	<i>(occasionally)</i>

In case of emergency contact: _____ "*(list property's telephone Number)*

The recording on the office telephone shall direct residents to pager or emergency contact numbers. Employees' telephone numbers should not be listed.

2. **All HUD and USDA-RD Properties only**

ACCEPTING APPLICATIONS: A sign approximately 9" by 11" shall contain:
(Form MO-28)

"Attention Applicants -- We are currently **ACCEPTING** applications for the following apartment sizes: ___ Bedroom, ___ Bedroom, ___ Bedroom, ___ Bedroom
For current information concerning application taking call
(Voice) ___ - ___ (TDD) 1-(800) 735-2989"

NOT ACCEPTING APPLICATIONS: A sign approximately 9" by 11" shall contain:
(Form MO-29)

"Attention Applicants -- As of _____, we are temporarily **NOT** accepting applications for the following: ___ program (236, S/8, BMIR), ___ bedroom size
___ program (236, S/8, BMIR), ___ bedroom size
___ program (236, S/8, BMIR), ___ bedroom size
because our waiting list is more than one year long. Our waiting list will be re-evaluated on the first of each month and should we begin accepting applications, notice to that effect will be posted."

3. WILL RETURN SIGN, which is to be used during working hours to specify the time that staff will return to the office.