



**MARLBORO COUNTY**  
HOUSING AUTHORITY

100 Woods Avenue, Clio SC 29525  
**Phone 843-586-2674/Fax 843-306-1012**  
TTY only call- 1-800-877-8339

May 13, 2025

Dear Clio East Residents:

Please read and take note of the following information below:

1. All rent payments are due by the 1<sup>st</sup> of the month, no later than the 5<sup>th</sup>. After the 5<sup>th</sup>, you will incur a \$20 late fee. If no payment after the 18<sup>th</sup>, eviction proceedings will begin for non-payment. (All rent should be paid in full via money order; no partial payments unless you have made repayment arrangements with the manager)
2. Remember, Clio East Apartment community is smoke free. Per HUD's smoke free public housing rule, the use of all lit tobacco products and hookahs (water pipes) inside all public housing dwelling units, common areas, and PHA administrative offices, and in all areas within 25 feet of such buildings is prohibited.
3. When conducting business with our office, whether in person or on the phone, please do not use profanity or shout at staff. Conversations should be positive, respectful and with a calm tone. We want to assist you with any problems or questions, but we will not tolerate disrespect.
4. Please make sure you all are familiar with the details in your lease agreement. Clio East Apartments is a Public Housing Income-based Community and your portion of rent is based on your total household income.
5. Our office is hosting a Spring basket giveaway. Only the head of household here at Clio East Apartments can stop by to register for the drawing. You must register on or before 5pm Tuesday, May 20, 2025. We will contact the winner on Thursday, May 22, 2025.

Regular Office hours are: Monday, Tuesday, & Thursday – 8am till 5pm; Wednesday – 8am till 12pm

Upcoming Holiday office closures: Memorial Day 5-26-2025/Juneteenth 6-19-2025/4<sup>th</sup> of July 7-3-2025

Kind Regards,  
Esperone Huggins  
Operations Manager

*The housing authority will provide reasonable accommodations in rules, policies, practices, or services, for persons with disabilities where necessary to utilize the public housing program equal to that of a non-disabled person.*

