



El Camino Real Housing Authority

Securing Affordable Housing & a Brighter Future for All

Standard operating procedures for Housing Authority Offices in Socorro and Valencia Counties

- Both offices shall be closed to the public (**no person to person contact**).
- HQS Inspectors shall:
 - a) Perform Initial Inspections only.
 - b) All Re-inspections shall be canceled.
 - c) The HQS inspector shall request the following from the Landlord:
 - a. A letter that shall include an outline of each discrepancy
 - b. **The letter must be signed by the landlord and the tenant.**
 - c. **The letter must also include pictures and must be emailed to jeremy@socorrohousing.org.**
 - d. All RXXM inspections shall be postponed until the 2nd week in May in order insure that we do not have late Inspections.
- Caseworkers for the following Programs Section 8, FSS, Continuum of Care, Apartment Manager, HOPWA employees shall request and receive information by **fax or email only**.

Geraldine Maldonado – geraldine@socorrohousing.org

Leanne Thais – leanne@socorrohousing.org

Anthony Vadivida – anthony@socorrohousing.org

Keona Aragon – keona@socorrohousing.org

Mary Ann Chavez-Lopez – maryann@socorrohousing.org

Main Office
301 Otero Avenue, Socorro, NM 87801
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Email: maryann@socorrohousing.org

Valencia Office:
719 S. Main, Belen, NM Physical
Telephone: 575-835-0196 x403 or x 409
Fax: 575-835-3461

Mailing Address for all Counties is:
El Camino Real Housing Authority
P.O. Box 00
Socorro, NM 87801

