

Newark Housing Authority

December, 2013

REMINDER...

Tenant elections will be held on Friday, December 6th. A list of nominees is posted in the office and on the bulletin board at the Hi-Rise. Don't forget to vote!!!

Snow Removal

Maintenance will begin plowing at 5:30 am if we receive 3 inches of snow or more. Please be extra cautious around the snow plows.

Just because you see them doesn't mean they see you.

Newark Housing Authority:

Executive Director:
Marie Wasman

331-1574

- Ext. 25 Kari
- Ext. 21 Receptionist

OR

www.newarknyhousing.org

Emergency After Hours
331-8294

Fire/Police
911

New Office Hours:

Mon: 8:30-12:00
1:00-4:30

Tues: 8:30-12:00
1:00-4:30

Wed: 8:30-12:00
***1:00-4:30 by
appointment only***

Thurs: 8:30-12:00
1:00-4:30

Fri: 8:30-12:00
1:00-4:30

Closed Monday-Friday 12:00-
1:00 for lunch

No Parking on the Lawn.....

Per your signed lease, parking on the lawn is prohibited. This causes damage to the yard for which you will be charged to repair and could ultimately result in termination of your lease. Don't risk losing your home...park in your driveway or parking area.



The office will be closed on Tuesday, December 24th and Wednesday, December 25th for Christmas.

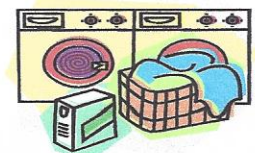
Laundry Room

The laundry room at the Hi-Rise is available for use by all Hi-Rise tenants. Please be courteous to other tenants and clean up after yourself. It is your area too!! It only takes a minute to throw away an empty container or dryer sheet or wipe down a machine

TRAINING...



On Wednesday, December 11th, the office will be closed in the morning for staff training. Office staff will be available by appointment only in the afternoon. If you need to schedule a meeting with office staff, please note that we will not be available on this day. Thank you.





Bed Bug Help

Bed bugs are becoming a bigger problem. They can be carried into your home by luggage, bedding, or furniture. To help prevent infestation, make sure you wash luggage and clothing immediately after returning from a trip and inspect used furniture before bringing it into your home. Never bring discarded bed frames, mattresses, box springs, or upholstered furniture into your home. Make sure to clean your bedding and furniture regularly. If you think you have bed bugs, call the office immediately!! The longer you wait to report them, the harder and more expensive the task to get rid of them. Please don't be embarrassed. If you fail to tell us, the cost for the extermination will increase. Any questions, call us NOW. More information coming to our website soon.

The Newark Housing Authority knows that you want to make your house/apartment your "home". One way to do this is to add your "special touch" with paint. Although we like you sprucing things up and making your unit more beautiful, we discourage you from painting as you will be required to restore the walls/ceiling back to original state prior to move out at your expense. If maintenance has to repaint after move out, this charge will be deducted from your security deposit. Additionally, if you smoke and your unit requires more than one coat of paint, you will be charged accordingly. If you have any questions, feel free to contact the office.

