



Newark Housing Authority

February, 2014

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

What is an Emergency?



When you call the emergency number, please remember it is only for emergencies.

What is an emergency? A gas leak, an electrical problem, any security issues such as broken window or door, a constant water leak or sewer back up are examples of emergencies. A lock out is also something that can be called in, but there is a charge. If maintenance gets called out for anything that is not an emergency, there will be a 2 hour call out charge passed on to you.

Reminder to Driving Park Circle

Tenants...this cellar is NOT acceptable. It must be kept clean. Don't risk eviction over poor housekeeping.



Plugged Sewer...

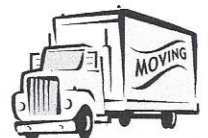
Recently we have had calls for plugged sewers which were caused by tenant neglect (tenants flushing things down the toilet that are not biodegradable such as baby wipes, sanitary products and other various items). Please make your family aware of what should and should not be flushed down the toilet. If maintenance finds the clog is due to tenant neglect, you will be charged.

President's Day!!!

Please note, the office will be closed on Monday, February 17th.

Moving Out?

First, if you plan on moving out it is important to give the office a 30 Day Notice. This means that you need to tell us 30 days prior to the date that you plan on being out of your unit. Secondly, you need to think about your security deposit. Security deposits are required to be returned to you within 30 days of your move out date. However, the amount returned is less your final water bill, charges and/or cleanup. Anything left in the unit (furniture or garbage) that must be removed by maintenance will be subtracted from your security deposit. Any cleaning of the unit or appliances will also result in a charge. The more effort you make to clean your unit before you move will result in a bigger security deposit refund.



Money Order Prices:

As you know, Newark Housing Authority does not take cash as payment for rent or other charges. These must be paid by check or money order. Here is an updated list of money order prices to help you shop around and get the best deal.

Woodforest Bank (inside Wal-Mart):	Customer--\$.25	Non-Customer--\$1.00
Wal-Mart:	\$.70	
ESL:	Customer--\$.75	Non-Customer--\$5.00
Wegmans:	\$.89	
Post Office:	\$1.20	
Lyons National Bank:	\$3.00 (everyone)	
Community Bank:	\$3.00 (everyone)	
Reliant:	1 free bank check a week (customers only)	
	Effective 3/1/14, this will change to \$5.00 for a bank check	
	\$3.00 money orders (customers only)	
Citizen's Bank:	\$5.00	

We are pleased to announce the three winners from the 4th quarter "Good Housekeeping" contest for the months of October, November & December 2013.

The winners are:

Mr. & Mrs. James Schuler, 49 Marie Avenue

Edna Desrosier, 4 Marie Avenue

And

Laurel Lochner, 171 Driving Park Circle

Thank you to all who received "Good Housekeeping" awards on their annual inspections for the months of October, November & December.

**Thanks Again,
Newark Housing Authority Staff**

