



Newark Housing Authority

January, 2014

Please Be Patient...

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

Maintenance begins plowing at 5:30 am if we receive 3 inches of snow or more. Some of our tenants are unable to shovel their driveways and sidewalks and require our maintenance staff to assist them. As this list is growing, we ask that those of you on this list be patient. Maintenance will get to your unit as soon as they can depending on weather conditions.



Recently Newark Housing Authority maintenance staff has received calls from the after hours message service regarding tenants calling because they are unable to get in touch with a neighbor or the neighbor isn't answering their phone or door. At times like this, if you feel that the person is hurt, don't call maintenance. Call 911. Maintenance staff may not respond as



quickly as emergency personnel and they are not trained in these types of situations. Making the right call could possibly save a life.

Are your windows closed?

Typically January and February are our coldest months. Your windows may look closed but are they? To ensure the heat stays in your unit, please be sure to lock your windows. A reminder to our tenants at Windsong Terrace...do **NOT** turn your heat down when you leave your house. Your heat is generated from a boiler system which takes several hours to bring the temperature back up after being turned down.

HEAP—If you pay your own heat, you may be eligible for HEAP assistance. If you receive food stamps or social security, you can apply for HEAP assistance. Call Wayne County Department of Social Services at (315) 946-4881 for more information.





Hi-Rise Annual Inspections..

Annual inspections at the Hi-Rise are scheduled for the week of January 20, 2014. You will receive reminder letters as the time gets closer. Things they will be looking at during the inspections will include cleanliness and any maintenance discrepancies that may exist. These inspections are necessary to assure that you are receiving safe, sanitary and decent housing.

Congratulations to our new Tenant Commissioners!!!

Please join Newark Housing Authority in congratulating our 2014-2015 tenant commissioners...

- * Kyra Yon is our new Family tenant commissioner.
- * Bruce DeCook is our new Hi-Rise tenant commissioner.

We look forward to working with you in the future!!!

Don't be late with your rent...we recently sent out a letter to all tenants regarding changes going into effect January 1st. One of these changes stated that if your rent is not paid in full or your payment agreement is not current by the 5th of the month, you **WILL** be charged a \$40.00 late fee. 14 Day Notice of Evictions will be served on the 6th or the next business day if the 6th is on a weekend. **Please be aware...you will be charged the \$40.00 late fee even if you bring your rent current after the 5th but before you are served a 14 Day Notice of Eviction.**

To prevent this extra fee, pay your rent on
time!!!