

Newark Housing Authority

July, 2013

Lock Out's



Tenant's are responsible to pay for lock out's. If you are locked out of your unit during office hours, there is a charge of \$25.00.

After hours you are charged for a lock out as Newark Housing Authority must pay maintenance over-time to come out. This is why we encourage you to leave a key with a trusted friend or relative. The cost for maintenance to unlock your door after office hours is \$60.00. Please be sure to leave a working phone number when calling in a lock out. If maintenance cannot reach you and arrives to find that you no longer need them to unlock your door or are not around for them to unlock your door, you will still be charged \$60.00.

Newark Housing
Authority:

Executive
Director:
Marie Wasman

331-1574

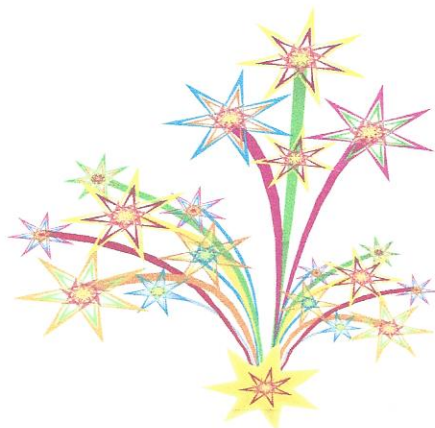
- Ext. 25 Kari
- Ext. 21 Dawn

Emergency
After Hours
331-8294

Fire/Police
911

LIVE-IN's

There's no other way to say it—it's simply FRAUD!! Allowing someone to stay in your unit and not reporting it is considered fraud. Many people think "THEY" don't live there because they get their mail some other place, or they still live with "mom and dad", when in fact they haven't seen mom or dad in months. Somebody is considered living there if you allow them to stay in your unit more than 1 night per week or a total of 35 hours per week.



Happy 4th of July!!!

Please note, the office will be closed on Thursday, July 4th and Friday, July 5th

Air Conditioners

Just a reminder that although Newark Housing Authority allows the use of air conditioners during the summer months, there are certain rules that must be followed:

- ⇒ Family units are allowed a **maximum** of 2 units, not to exceed 6500 BTUs each.
- ⇒ Air conditioners are only allowed in bedrooms that have 2 windows. One window must be kept free of obstructions at all times.
- ⇒ Tenants must pay for their own A/C units and families in Driving Park Circle and Marie Avenue are allowed to install their own. Once installed, tenant must call the office to have maintenance check to make sure they were installed correctly without damage to the window frame. If maintenance installs the air conditioner, a \$25.00 charge will be passed on to the tenant.
- ⇒ Hi-Rise tenants who wish to have an air conditioner must call the office to have maintenance install them. The tenant will be charged an installation fee of \$20.00 as well as a monthly usage charge.

Don't forget to contact the office if you would like a recycling bin!!



Recycling begins July 1st at Driving Park Circle and July 3rd at Windsong Terrace...

Warmer weather is here and we all enjoy spending time outdoors with family and friends. Please be respectful of your neighbors and avoid disturbing or loud noise in and around your unit between the hours of 10 pm and 7 am.

