



Newark Housing Authority

March, 2014

Attention Tenants of "200 East"...



The office has received several complaints regarding kids playing on the elevators while visiting tenants. **THIS TYPE OF BEHAVIOR IS UNACCEPTABLE!!** Remember, you are responsible for the behavior of your guests. Make sure visitors are respectful of your neighbors and other tenants and do not allow them to misuse the elevators or other community property. Further complaints may result in termination of your lease.

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 Assigned Parking!!!

We understand how frustrating it is to come home with small children and a car full of groceries only to find that the parking spot in front of your home is taken. Unfortunately, if you live at Windsong Terrace, there are no assigned parking spots and all the snow that we have had this winter is not helping with the parking situation. Please be respectful of your neighbors and try to park as close to your unit as you can. As there is limited space, guests and visitors should utilize other parking areas such as the sides of the road before turning into the cul de sacs. If we receive further complaints of this nature, you may be subject to further enforcement of your signed lease.



Overdue Back Charges

Many have received notices that you have outstanding balances in either maintenance or other fees (court fees, late charges, security deposits, pet deposits, etc). **These must be paid!!!** You expect timely results, as we all do, for maintenance calls and other requests. Therefore, you should pay the charges that are due in a timely manner.

Please save us time and money...clean up these accounts as soon as possible!!!



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.

Assistance Check

The Newark Housing Authority is now offering a new secure, online service called AssistanceCheck that allows you to view information about your assistance, contact us directly and update your case file 24 hours a day, saving you the time and trouble it takes to come in to the office or contact us on the phone. Some of the online services currently offered include updating your contact information; add, edit, remove family members or income sources; view and print required documents; complete annual recertification paperwork; send secure messages to the office.

In the next few months, you will be receiving a letter that contains a PIN number that you will need to create your account. We are very excited about this new program and hope that it is more convenient for our tenants to report changes and communicate with their caseworkers.