



# Newark Housing Authority

September, 2016

## Newark Housing Authority:

Executive Director:  
Marie Wasman

**331-1574**

- Ext. 225 Kari
- Ext. 221 Receptionist

OR

[www.newarknyhousing.org](http://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

## Plumbing Care

Never pour cooking oil or other greasy materials down the drains. Oils and grease used in cooking may be liquid after use, but they can harden inside pipes and cause blockages. Instead of pouring grease down the drain, wipe it off the pot or pan with a paper towel, place a slice of bread in it to soak the grease up and throw it away or pour cooled oil and fats into a non-recyclable container and then dispose with the trash.

Avoid putting feminine products and baby wipes down the toilet. They will not only plug your toilet but also plug the sewer line.

Please make your family aware of what should and should not be put down the drain. If maintenance finds the clog is due to tenant neglect, you will be charged.

## No More Flat Rents

As you are aware, we will be converting to RAD effective October 1st. If you were a flat rent, you were used to not having to report your changes in income. With the conversion to RAD, there is no more flat/ceiling rent. Therefore, **ALL** tenants will have to report **ALL** changes in income in writing within 10 days of the change.

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## Labor Day...

Please note, the office will be closed on Monday, September 5th

## School is Starting...so keep your eyes open!!

It's time again for kids to head back to school. Please drive carefully, especially near the bus stops. Help make this a safe school year for everyone!!



## Fire Safety Poster Contest...

October is fire safety month and with that comes our annual Fire Safety Poster Contest. This year's theme is "Don't Wait—Check the Date! Replace Smoke Alarms Every 10 Years". Be on the lookout for information regarding the contest. Your child could win up to \$50!



### No Smoking Policy Reminder

Just a reminder that the No Smoking Policy transitional period ends September 30th and enforcement will begin on October 1st.

First Offense—Written Warning

Second Offense—Second Written Warning and fine of \$200

Third Offense—Eviction

**Don't risk losing your home due to non-compliance!**

**Security**...We would like to again remind our friends at the Hi-Rise at 200 East Miller Street to please refrain from opening the outside building doors to anyone that you do not know. In addition, if someone calls your apartment and requests to be let in and you do not recognize the person requesting entrance, please do not buzz them into the building. We ask this in order to help us maintain the safety of your home.

Also, if you see an outside light that is out, please call the office and a work order will be issued.

### Important Dates to Remember:

Monday, 9/5/16—Office Closed for Labor Day Holiday

Wednesday, 9/7/16—14 Day Notices and Late Fees issued for month of September if rent not paid by 4:30 pm on Tuesday, 9/6/16

Wednesday, 9/14/16—Court for 14 Day Notices issued in August if not paid

Thursday, 9/15/16—Annual Hi-Rise Fire Drill

Week of 9/19/16 or 9/26/16—Annual Inspections for families with September recert date

