



Newark Housing Authority

September, 2018



Newark Housing Authority:

Executive Director:
Marie Wasman

315-331-1574

- Ext. 225 Kari
- Ext. 221 Receptionist

OR

www.newarknyhousing.org

Emergency After Hours
315-331-8294

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.

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

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

Like Us On



Reminder to dog owners...

Please remember that your signed Pet Policy states on Page 2 (14)..” The tenant shall have pets restrained so that maintenance can be performed in the unit. The tenant shall, whenever an inspection or maintenance is scheduled, either be at home or shall have all animals restrained or caged. “ You may know that your pet is friendly but our maintenance staff does not, and they will not enter a unit to perform a work order or an inspection if the animal is not restrained. Be aware...if maintenance enters your unit to perform a work order or an inspection and are unable due to an unrestrained animal, you will be charged \$25.00. If the same situation occurs again, a Warning Letter will be issued as well.





Fire Safety Poster Contest...

October is fire safety month and with that comes our annual Fire Safety Poster Contest. This year's theme is "Look. Listen. Learn. Be aware. Fire Can Happen Anywhere". Be on the lookout for information regarding the contest. Your child could win up to \$50!

Labor Day...

Please note, the office will be closed on Monday, September 3rd

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.

Remember...if you feel threatened in any way, CALL 911!

Also, if you see an outside light that is out, please call the office and a work order will be issued. Do not tell Lisa—call the office for work orders!

Important Dates to Remember:

Monday, 9/3/18—Office Closed for Labor Day Holiday

Thursday, 9/6/18—14 Day Notices and Late Fees issued for month of September if rent not paid by 4:30 pm on Wednesday, 9/5/18

Week of 9/10/18—Annual Inspections for families with September recert date

Wednesday, 9/12/18—Court for 14 Day Notices issued in August if not paid

