



# Newark Housing Authority

December, 2017

## No Parking on the Lawn...

Per your signed lease, parking on the lawn is prohibited. This causes damage to the yard for which you will be charged to repair and could ultimately result in termination of your lease. Don't risk losing your home...park in your driveway or parking area.

## Snow Removal

Maintenance will begin plowing at 5:30 am if we receive 3 inches of snow or more. Please be extra cautious around the snow plows. Just because you see them doesn't mean they see you.

## Newark Housing Authority:

Executive Director:  
Marie Wasman

315-331-1574

- Ext. 225 Kari
- Ext. 221 Receptionist

OR

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

## Are Your Windows Closed?

Good-bye to bare feet, shorts and tank tops...hello sweat shirts, pants and heavy socks!!! Cold weather is here!!! To ensure the heat stays in your unit, check to make sure your windows are closed and locked. A reminder to Windsong Terrace tenants who do not have electric heat...**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 most likely qualify for HEAP assistance. Call Wayne County Department of Social Services at (315) 946-4881 for more information.



## Northview & Windsong Terrace Tenants...

Do not place electrical appliances such as TV's and electric heaters near your thermostat or block your thermostat with large furniture. These items trick the thermostat into thinking the temperature of the room is different than what it really is, not allowing your heater to work properly.



The office will be closed on Friday, December 22nd, Monday, December 25th and Tuesday, December 26th for Christmas as well as Monday, January 1st for New Years. Have a Happy Holiday!!

## ***NHA Reporting Requirements...***

Recently there has been some confusion as to what needs to be reported to the Newark Housing Authority office and when it needs to be reported. Here's what you need to know:

- \* **ALL changes in household composition MUST be reported immediately.** If a member of your household moves out, you must let the office know at the time that they move out. If you would like to add somebody to your household, you must come in to the office and obtain the required paperwork to add them. If the person is age 18 or over, they will need to go through the application process prior to being added.
- \* **ALL changes in income (high school/college students' employment; all Social Security, SSI, and/or SSP—including children's; reimbursement of Medicare; public assistance; unemployment; any raises, increase/decrease in hours, job changes; child support payments/changes in court order; changes in child care expenses; any other money coming into your household including assistance from family/friends paying for utilities or other household goods) MUST be reported in writing within 10 days.**

If you have any further questions regarding this, feel free to contact the office. We will be happy to answer any questions you may have.

*If you are having a problem with leaky faucets or running toilets, please advise the office ASAP so that we can fix the problem quickly.*

*If you suspect a leak, one way you can check is to make sure all faucets are off in your house and look at your water meter. If it is turning, you probably have a leak and should contact the office immediately.*

*Don't let your money go down the drain.*



## **Important Dates to Remember:**

Tuesday, 12/5/17—Hi-Rise Christmas lunch

Wednesday, 12/6/17—14 Day Notices and Late Fees issued for month of December if rent not paid by 4:30 pm on Tuesday, 12/5/17

Week of 12/11/17—Annual Inspections for families with December recert date

Wednesday, 12/13/17—Court for 14 Day Notices issued in November if not paid

**Friday, 12/22/17, Monday, 12/25/17 & Tuesday, 12/26/17—Office Closed for Christmas Holiday**

**Monday, 1/1/18—Office Closed for New Years Holiday**

