

HAPPY
NEW
YEAR
2021

Berwick Housing Authority

NEWSLETTER

JANUARY 2021

Berwick Housing Authority
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Berwickhousingauthority.com



Federal Benefits
and
Social Security

REMINDER: If you haven't brought us a copy of your Social Security award letter for 2021, please bring it to the office for us to make a copy. Even though the lobby is closed, you will put it in the drop box and we will copy it and give it right back to you through the drop box.

**IMMEDIATE
ACTION!
REQUIRED**

When you are sent a letter or text from BHA requesting information, you are to respond immediately. Not responding could result in termination of your lease.



Rent is due **January 13th** which is the eighth working day of the month. If you do not pay by **January 13th**, a \$10 late fee will be applied. If you signed a contract, your rent is due **January 15th**, but a late fee is still applied after the 13th. The absolute last day to pay the rent is **January 20th**.



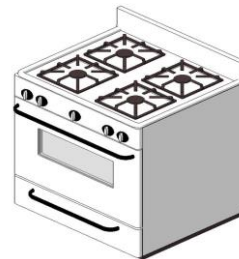
Outdoor fire pits, bonfires or fires of any kind are NOT allowed on Berwick Housing Authority property.

**NO PARKING
ON THE GRASS**

Please DO NOT park in the grass. It is also your responsibility to let your guests know that they cannot park in the grass. You can be charged \$25 for parking in the grass.

**Sorry We're
CLOSED**

The office will be closed on Friday, **January 1st** for **New Year's Day** and **Monday, January 18th** for **Martin Luther King, Jr. Day**. If you have a maintenance emergency, please call the office and listen to the answering machine to get the phone number to the maintenance staff on call.



PLEASE DO NOT USE YOUR GAS STOVE OR OVEN TO HEAT UP YOUR UNIT. THIS IS VERY DANGEROUS AND COULD RESULT IN A FIRE OR SERIOUS INJURY. IF YOUR HEATER IS NOT WORKING, PLEASE NOTIFY THE OFFICE IMMEDIATELY TO PUT IN A WORK ORDER.

RENT

Please continue to pay your rent with a check or money order and dropping it in the drop box.

INCOME!

CHANGES OF INCOME MUST BE REPORTED WITHIN 10 DAYS! This means that when you start a new job, you need to call the office and report it.

You **DO NOT** need to wait until you get one or two check stubs. If you start receiving child support or your child support increases, you need to report it. Basically, **ANY** changes of income need to be reported within 10 days. If you do not report them, you will be required to pay back rent and/or risk being evicted for fraud. Please remember that we have the EIV system that reports your wages. We may not catch you immediately, but we will eventually be notified through EIV of income discrepancies. It's not worth it!

RENT

We will no longer give out rent receipts or give rent amounts over the phone, except to the elderly/disabled. You must log onto the resident portal through our Facebook page or by typing in the link below. You will use your last name as user and the last four of your social security # as the password. Your current month information will come up.

<http://www.pha-web.com/portal/tenant/berwick/>

**Phone Number
Change**



If your phone number changed, please call and notify the office. We are sending out texts messages now more than ever to communicate with the residents.



MASKS MUST STILL BE WORN WHEN ENTERING THE LOBBY TO SIGN PAPERWORK. THE MASK MUST COVER YOUR MOUTH & NOSE AT ALL TIMES.