



# Berwick Housing Authority

## NEWSLETTER

### May 2021

Berwick Housing Authority  
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Visit our website:  
[Berwickhousingauthority.com](http://Berwickhousingauthority.com)



Rent is due **May 12<sup>th</sup>** which is the eighth working day of the month. If you do not pay by **May 12<sup>th</sup>**, a \$10 late fee will be applied. If you signed a contract, your rent is due **May 15<sup>th</sup>**, but a late fee is still applied after the 12<sup>th</sup>. The absolute last day to pay the rent is **May 20<sup>th</sup>**.



**MONDAY, MAY 31<sup>ST</sup>**

If you have an emergency, please call the office and listen to the message to get the phone number to the maintenance staff on call. Please leave your name and unit number on the office machine and then hang up and call the maintenance phone number to report your emergency (gas, water electricity).

### PLEASE READ: IMPORTANT MESSAGE



**AS OF MAY 1<sup>ST</sup>, WE WILL NO LONGER BE GIVING OUT RENT RECEIPTS.** All residents can go to our website at:

[berwickhousingauthority.com](http://berwickhousingauthority.com) to confirm that their rent was paid or to check their balance.

It is very simple. Log onto the page at the above address. Since the page is for Morgan City and Berwick, you will click on Berwick. A drop down box will appear and you will click on **Resident Information**. Then you will click on **Account Information**. You will then enter your last name for Username and the last four digits of your social security number for the Password. Your balance will be shown. **Please wait until the next business day to check your account.** We don't post

checks/money orders until the end of each business day. If you need a receipt, you can print it here.



If you want to keep your money order receipts, please tear them off before you put your money order in the drop box. We will not return them to you.



Please call to report work orders in the morning. If you call late in the afternoon, maintenance may not get to you the same day.



If you have to come in the office to sign paperwork, please don't come in earlier than 8:30 am. We get here at 8:00 am and need time to put our things down and turn on the computers. We appreciate your understanding.



**SUNDAY, MAY 9<sup>TH</sup>**



Please remember that you must give a **2 week notice** if you plan on moving out. If you fail to give a 2 week notice, you forfeit your entire security deposit. You can get a copy of the Move Out Procedure from the office if you are planning on moving out. Planning ahead is your best bet!



Berwick Housing Authority will be taking applications online for 2 & 3 bedroom units only on **Monday, May 3<sup>rd</sup> from 8am-3pm.**



### Update Contact Info

Please call the office and update your phone number and email address if it has changed.



We now have a computer in the lobby that residents can use to print documents we request such as child support, unemployment, check stubs, etc.



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



Please continue to pay your rent with a check or money order and dropping it in the drop box. Once it is safe to open the lobby back up, the residents will be allowed to use the debit card machine. Please be patient for everyone's safety.

### Parking Lot PARTY

**EAST GATE SHOPPING CENTER  
SATURDAY, MAY 1<sup>ST</sup>  
ENTERTAINMENT:**

**92.9 The Swamp Dog  
Live Broadcast  
Noon-1:30 pm**

**Don Rich & Cliff Hillebran  
1:30 pm-3:30 pm**

**The Kyle Daigle Band  
4:00 pm til sunset**