



Berwick Housing Authority

NEWSLETTER

SEPTMEBER 2021

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



If you would like to put in a work order for a problem at your unit, you must call the office. Please do not stop the maintenance guys to tell them about a problem at your unit. They will not complete any maintenance at your unit unless it comes through the office first. Also, when you call in a work order, you are giving them permission to enter your unit to complete the work.

GET COVID-19 VACCINE IN THE CONVENIENCE OF YOUR HOME

If you are unable to leave your home for any medical reason and are interested in a vaccination, help is just a call away.

CALL
1-855-453-0774

LOBBY IS CLOSED

Due to the recent increase of COVID cases in our area, we will be closing the lobby again in order to keep everyone safe. With that being said, residents will not be able to use the debit/credit card machine.

We are sorry for the inconvenience, but again we are keeping everyone's safety in mind. Once again, rent must be paid with a check or money order and put in the drop box.



Since the lobby is closed again due to COVID, you will not have to come in to sign your lease renewal/documents. We will notify you of any rent changes by phone or letter. We will contact you when the lobby opens back up to come in and sign your lease/documents.



If maintenance has to put a window screen that is lying on the ground back on your window, you will be charged \$25.

WE WILL BE CLOSED LABOR DAY

MONDAY, SEPT. 6TH

If you have a maintenance emergency (water, electricity or gas), call the office and listen to the answering machine to get the phone number to the maintenance staff on call. Physician Prou must then hang up and call that maintenance phone number. If you leave a message on the office answering machine, we will not get that message until we return to work.

COVID-19

IF YOU ARE HAVING COVID SYMPTOMS, HAVE TESTED POSITIVE FOR COVID OR ARE IN QUARANTINE FROM COVID EXPOSURE, PLEASE CONTACT THE OFFICE. WE ARE TRYING TO DO OUR BEST TO KEEP OUR STAFF AND RESIDENTS SAFE.



PLEASE UPDATE YOUR PHONE NUMBER WITH THE OFFICE IF IT HAS CHANGED. IT IS IMPORTANT THAT WE HAVE YOUR CORRECT PHONE NUMBER IN OUR TEXT MESSAGING SYSTEM. WE SEND TEXTS ABOUT STORMS/HURRICANES, COVID-19, EMERGENCIES, UTILITY ISSUES, LEASE VIOLATIONS, ETC. DON'T BE LEFT IN THE DARK!



-COVID vaccines are available through the Physician Practices at Franklin Foundation Hospital. You do not need to be an existing patient to schedule an appointment. Clinics open Monday-Thursday 8 am-5 pm and Friday 8 am-noon. To schedule an appt. call 337-828-5099 (option 2).

-COVID testing is available through hospital lab Monday-Friday with an order from your physician. If you are unable to get an order from your physician, you can schedule an appt. for testing with their Physician Practices. Call 337-828-5099 to schedule.

-Offering monoclonal antibody infusions for the treatment of COVID. To schedule your infusion, you must have an order from your physician and a positive COVID test. Unfortunately, they are unable to accept orders from Nurse Practitioners or Physician Assistants at this time. Once you have the order and a positive test, you **MUST** schedule an appt. by calling 337-828-0760.

-If you have any questions you can call Franklin Foundation Hospital directly at 337-828-0760.