



Berwick Housing Authority

NEWSLETTER

JANUARY 2022

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THE GARBAGE TRUCK PASSES ON **MONDAYS** AND **THURSDAYS**. PLEASE PUT YOUR CAN TO THE ROAD THE NIGHT BEFORE TO ENSURE YOU DON'T MISS IT. ALSO, PLEASE PULL YOUR CAN FROM THE ROAD THE SAME DAY THAT IT IS EMPTIED. IF MAINTENANCE HAS TO MOVE YOUR GARBAGE CAN, YOU WILL BE CHARGED \$25.



It is a lease violation to have someone living at your unit who is not on the lease. If you want a significant other to live with you, do it the honest way and bring them in to be screened. If not, you are risking eviction!



Rent is due **January 12th** which is the eighth working day of the month. If you do not pay by **January 12th**, 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 **12th**. The absolute last day to pay the rent is **January 20th**.

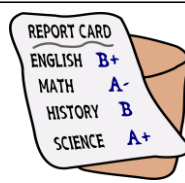
SCHOOL WILL BE CLOSED IN OBSERVANCE OF MARTIN LUTHER KING JR. DAY. MONDAY, JANUARY 17TH
I HAVE A DREAM



IF YOU PLAN ON MOVING OUT, YOU HAVE TO GIVE A TWO WEEK NOTICE AND SIGN A NOTICE TO VACATE OR YOU FORFEIT YOUR ENTIRE SECURITY DEPOSIT. IF YOU MOVE OUT BEFORE THE 15TH OF THE MONTH, WE WILL PRORATE YOUR RENT. IF YOU MOVE OUT AFTER THE 15TH OF THE MONTH, YOU ARE RESPONSIBLE FOR THE ENTIRE MONTHS RENT. ALSO, SECURITY DEPOSITS ARE NOT FOR UNPAID RENT. SECURITY DEPOSITS ARE FOR CLEANING, DAMAGES TO THE UNIT, TRASH REMOVAL, EXTERMINATION, ETC.

We will be
CLOSED
on
MLK Day

The office will be **closed** on **Monday, January 17th** for Martin Luther King, Jr. Day. If you have a maintenance emergency (gas, water, electricity), please call the office and listen to the answering machine to get the phone number to the maintenance staff on call. You must then hang up and call that number. If it is not an emergency, please wait to call in the work order when we are open.



Public schools will be giving out report cards on **Monday, January 10th**.



Please do not wait until the end of the day to call in work orders, especially something like a stop up or leaking water heater! You do not have to be home for maintenance to complete the work order. If you wait until the end of the day, you can be charged \$25 for the work order.



Reminder that residents can use the credit/debit card machine again. Please remember that it is a **\$1.50 service charge** to pay with a card.



IF YOU HAVE NOT BROUGHT IN YOUR SOCIAL SECURITY AWARD LETTER FOR 2022, PLEASE BRING IT IN FOR US TO MAKE A COPY AS SOON AS YOU RECEIVE IT.

CHRISTMAS BREAK

Children return to school on **TUESDAY, JANUARY 4TH**.



RENT IS DUE ON THE 8TH WORKING DAY OF THE MONTH. PLEASE LOOK AT THE CALENDAR YOU ARE GIVEN WITH YOUR RENT STATEMENT WHICH SHOWS THE DATE RENT IS DUE. IF YOU DO NOT PAY BY THE 8TH WORKING DAY OF THE MONTH, YOU WILL RECEIVE A \$10 LATE FEE, **EVEN IF YOU SIGNED A LATE CONTRACT.**