



# Berwick Housing Authority

## NEWSLETTER

### JANUARY 2023

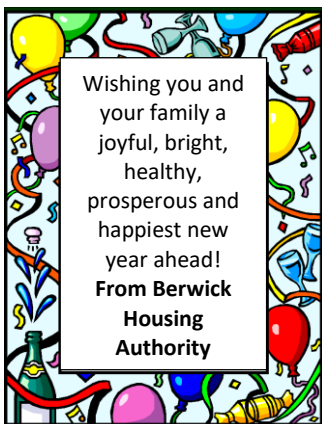
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Wishing you and your family a joyful, bright, healthy, prosperous and happiest new year ahead!  
 From Berwick Housing Authority



CHILDREN RETURN TO SCHOOL  
 FRIDAY, JANUARY 6<sup>TH</sup>

**Just a friendly reminder...**

You have **10 days** to report changes of income. If you start a new job, call and notify us even if you have not yet received a check stub. Please let us know before the HUD system does, so you don't have to pay back rent!



Rent is due **January 12<sup>th</sup>** which is the eighth working day of the month. If you do not pay by **January 12<sup>th</sup>**, a \$10 late fee will be applied. If you signed a contract, your rent is due **January 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 **January 20<sup>th</sup>**.



We are asking again that you please give us about 10-15 minutes in the morning to get inside, put our stuff down and turn on the computer, ipad and phones. It takes everything a few minutes to load. Thanks!

**FOR MORE INFORMATION ABOUT THE BERWICK HOUSING AUTHORITY SCAN THE QR CODE WITH YOUR SMARTPHONE**



The office will be closed on Monday, **January 2<sup>nd</sup>** for the New Years holiday. 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. You must then hang up and call the maintenance phone that you are given. Maintenance emergencies are considered gas, water, and electricity.



**PLEASE INVEST IN A PLUNGER FOR YOUR BATHROOM, THEREFORE, YOU DON'T HAVE TO CALL MAINTENANCE EVERYTIME YOUR TOILET GETS STOPPED UP. PLEASE ALWAYS TRY TO PLUNGE IT YOURSELF BEFORE CALLING MAINTENANCE.**



**REPORT CARDS  
 TUESDAY, JANUARY 10<sup>TH</sup>**



Reminder that pest control spraying will be on **FRIDAY, January 13<sup>th</sup>**. You do not have to be home, but if you are home and refuse to allow them inside, you will be charged. Also, remember that 3 housekeeping notices results in eviction. Keep your unit clean and sweep up any dead roaches.

**WE WILL BE CLOSED ON**



**MONDAY, JANUARY 16<sup>TH</sup>**



**IF YOU HAVE NOT BROUGHT IN YOUR SOCIAL SECURITY AWARD LETTER, PLEASE BRING IT IN.** We will keep a copy on file until your annual recertification. **The increase WILL NOT affect your rent until your annual recertification is due.**

## WORK ORDER

When the Program Director completes your annual inspection, a work order is created if items in your unit need to be repaired. This work order automatically goes to the maintenance staff. They will then go to repair these items whether you are home or not. This is the procedure as well for any work orders called in by tenants.