



# Berwick Housing Authority

## NEWSLETTER

### JANUARY 2024

Berwick Housing Authority  
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**WE WILL BE  
CLOSED**

ON  
MARTIN LUTHER  
KING JR. DAY

**MONDAY, JANUARY 15<sup>TH</sup>**



**REMINDER TO PLEASE BRING IN YOUR SOCIAL SECURITY AWARD LETTER WHEN YOU RECEIVE IT IN THE MAIL.** We will keep a copy on file until your annual recertification. **The increase WILL NOT affect your rent until your annual recertification is due.** The Cost of Living Adjustment for 2024 will be 3.2%.



If you are sick, please be considerate of others and **DO NOT** come in the office for any reason! We do not want to get sick. Call us on the phone, use the drop box, pay your rent online, etc! Signatures can also wait!



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>**.



Please **DO NOT** use your gas stove or oven to heat 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.



If you have a dog, you are required to clean-up behind it. This is in the housing authority policy as well as a Town of Berwick ordinance. Your dog also must be on a leash at all times. Please be a considerate dog owner!

## CLOSED

FOR  
**NEW YEARS**

**Monday, January 1<sup>st</sup> & Tuesday, January 2nd**

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.

## NEIGHBOUR DISPUTES



We have been receiving numerous phone calls regarding neighbors arguing about one thing or another. We are not here to settle arguments, but to provide clean, safe and sanitary housing. You are all adults--handle it among yourselves like reasonable adults. Keep your cool and calm down before trying to talk it out. If you can't, call the Berwick Police Department. Also, please remember that you signed a **Termination Without Cause** when you moved in. If you continue to cause problems for the housing authority or your neighbors, your lease can and will be terminated.



Reminder that pest control spraying will be on **FRIDAY, JANUARY 12<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. **THE MOST IMPORTANT PART OF ELIMINATING ROACHES IS TO SWEEP OUT OR VACUUM DEAD ROACHES FOR THE CABINETS, DRAWERS AND ALL APPLIANCES AT LEAST ONCE A WEEK!**



If you are coming into the office to pay rent with a credit/debit card, please come in by 3:30 pm! We start posting the money for the bank at 3:30 pm. If you are paying with a check or money order, you can drop it off at any time. If you drop it off after 3:30 pm, we will hold it in the vault and post it the next business day.



Please **DO NOT** pick-up furniture off the side of the road! You don't know why it is being thrown out. It could be infested with bed bugs! If you get bed bugs, you are responsible for paying for extermination.