



Berwick Housing Authority

NEWSLETTER

MARCH 2024

Berwick Housing Authority
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TEMPORARY SUSPENSION OF ONLINE PAYMENTS THROUGH TENANT PORTAL

Berwick Housing Authority will **temporarily** disable our tenants' abilities to make payments online through the tenant portal starting **March 14, 2024**. During this period, we kindly request that you make payments through alternative methods, such as: check, money order, debit or credit card machine at the office.

Again, this is only temporary and online payment services will be restored in the near future.

We understand that this may cause some inconvenience, and we sincerely apologize. Rest assured, we will notify you as soon as the tenant portal becomes available again.



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



SUNDAY, MARCH 31ST

MONEY ORDER

ONCE AGAIN, IF YOU PAY YOUR RENT WITH A MONEY ORDER, PLEASE **DO NOT SIGN THE BACK OF THE MONEY ORDER!** YOU SIGN ON THE FRONT AND THE HOUSING AUTHORITY SIGNS ON THE BACK TO ENDORSE FOR THE BANK! IF THE BANK REFUSES THE MONEY ORDER, YOU WILL BE RESPONSIBLE FOR PROVIDING US WITH ANOTHER PAYMENT.

BHA OFFICE WILL BE
CLOSED FOR



Friday, March 29th

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.



Reminder that pest control spraying will be on **FRIDAY, March 8th**. 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!**

Rental Payment

Please **DO NOT** come in to pay your rent until you receive your rent statement. We have to finish closing out the previous month and post the next month's rent before you can pay. You need to see the balance on your rent statement to ensure you pay the full amount. You may have a gas bill, work order charge, etc. We appreciate you wanting to pay early, but please give us time to close out and open the new month.



Spring Forward
DAYLIGHT SAVING TIME
SUNDAY, MARCH 10TH



SUNDAY, MARCH 17TH

Easter Egg Hunt

Lawrence Park
Saturday, March 23, 2024
10 am-11 am
Age Groups:
2-Under-*Must be able to crawl or walk
3-5 Years Old
6-8 Years Old
Bring a decorated Easter Basket & you could win a prize. Bring another basket for the hunt.



TUESDAY, MARCH 19TH