

## EMAIL LIST

If you don't already receive our emails and want to, please email [kspain@watervliethousing.org](mailto:kspain@watervliethousing.org) with your name and apartment number to be added to our list. We will be able to send you important information about work being done around the sites, community events, and any policy changes being made at the Watervliet Housing Authority. Please be sure the office has all of your contact information up to date in our system including a working phone number, email address, and current license plate number. We **need** to be able to contact you efficiently.



SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7 <b>LAST DAY RENT IS DUE</b> BUILDINGS 1-4	8 <b>VAN RENSSELAER VILLAGE INSPECTIONS</b> BUILDINGS 5-8	9 BUILDINGS 9-12	10 BUILDINGS 13-17	11
12 <b>DAYLIGHT SAVINGS BEGINS</b>	13	14	15	16	17 <b>ST. PATRICK'S DAY</b>	18
19	20 <b>FIRST DAY OF SPRING</b>	21	22	23	24	25
26	27 <b>WHA BOARD MEETING</b>	28	29	30	31	

## KEY FOB PRICE CHANGE

Effective immediately, the price of key fobs is being raised to \$10.00 from \$8.00. Key fobs are the small gray key card that is used to enter to the Joslin and VRV laundry rooms, and the building at Hanratta. If you lose your key fob or request an additional key fob, a charge of \$10 will be applied to your account.

## LATE FEES

Late fees are billed after the fifth business day of the month. The amount of your late fee is 5% of your Total Tenant Payment amount. *This amount varies slightly from your regular rental amount, as it is what your rent would be without the utility allowance that is calculated into your established rental amount.* If you have questions on what your late fee would be, please contact the WHA Office.

## VRV INSPECTIONS

Van Rensselaer Village inspections will be held from March 7<sup>th</sup> through March 10<sup>th</sup> beginning at 10 AM. We need to access all of your windows. Please make sure ALL items are removed from the window area. Remove all items off the top of your stove and off the burners. You do not need to be home for the inspection. Please promptly notify the WHA if anyone in your family has any COVID-19 symptoms or if anyone has tested positive. All staff entering your apartment will be wearing masks and will maintain proper social distancing practices. The schedule is as follows:

<b>Tuesday, March 7</b>	<b>Bldg. 1-4</b>
<b>Wednesday, March 8</b>	<b>Bldg. 5-8</b>
<b>Thursday, March 9</b>	<b>Bldg 9-12</b>
<b>Friday, March 10</b>	<b>Bldg. 13-17</b>

## WORK ORDER CHARGES

Attention Tenants: A reminder about work order charges. You will be billed for repairs other than normal wear and tear. This amount will include labor fees. If you have questions on any maintenance bill, please contact Kylea at the office.

## MOHAWK HUDSON HUMANE SOCIETY

The Mohawk Hudson Humane Society provides low-cost spay and neuter services for cats, dogs, and rabbits. They also provide vaccinations and micro-chipping to keep your pets healthy and safe. Visit them online or call to learn more (518)434-8128 ext. 218 or [www.lovedforlife.org](http://www.lovedforlife.org).

## PET POLICY

Don't forget that **ALL** pets must be registered with the WHA! Pets must be spayed or neutered, up-to-date on their shots (*rabies and distemper*) and dogs are required to be registered with the City of Watervliet. You can register your dog at the Clerk's Office at City Hall (2 Fifteenth Street).

All paperwork with updated shot records and license's must be reported to the WHA Office. **Failure to keep your pets vaccinations current and/or failure to provide appropriate documentation could result in a 30 day notice to vacate.** If you have any questions, contact Kylea at (518)273-4717 x100 or via email [kspain@watervliethousing.org](mailto:kspain@watervliethousing.org).

## DAYLIGHT SAVINGS

Don't forget daylight savings begins on Sunday, March 12<sup>th</sup>. Clocks will go forward one hour at 2:00AM!

## HEAP

The Home Energy Assistance Program (HEAP) helps low-income individuals pay the cost of heating their homes. If you are eligible, you may receive one regular HEAP benefit per program year and could also be eligible for emergency HEAP benefits if you are in danger of running out of fuel or having your utility service shut off. You can apply for a Regular HEAP Benefit online at [mybenefits.ny.gov](http://mybenefits.ny.gov).

## CLOSE YOUR WINDOWS

If windows are left open- even a crack- your radiators may freeze and then burst causing significant damage inside your apartment and possible personal loss. You will be charged for all repairs if you are deemed responsible.

## MARY'S CORNER

Mary's Corner provides a service to adults caring for children aged newborn to 3 years who live in the cities of Cohoes and Watervliet. On a monthly basis, families are eligible to receive items at no cost. These items include but are not limited to: clothing, diapers and formula. Please note that proof of residency is required. If you have any questions call Mary at (518)273-4717 x300 or via email at [mcdistribution@gmail.com](mailto:mcdistribution@gmail.com).

## LICENSE PLATES

It is vital that the WHA has your updated car information. In the event we need to move cars to plow, if we attempt to contact you but do not have your updated vehicle information on file, we will have to tow your car. Please remember that we plow the streets the day following snow storms beginning around 9 AM.

## LARGE ITEM DISPOSAL

If you plan on disposing large items such as furniture, it must be reported to the WHA Office prior to putting it out. Violations will be issued for non-compliance.



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**@WATERVLIEH HOUSING AUTHORITY**