

## 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 <b>LABOR DAY</b> OFFICE CLOSED	5	6	7	8 <b>LAST DAY</b> <b>RENT IS DUE</b>	9	
10	11	12 <b>MICHAEL J DAY INSPECTIONS</b> APT 1-20			14 <b>MICHAEL J DAY INSPECTIONS</b> APT 41-66	15 <b>ROSH HASHANA</b> <b>BEGINS</b> APT 67-90	16
17 <b>ROSH HASHANA</b> <b>ENDS</b>	18	19	20	21	22	23 <b>FIRST DAY OF</b> <b>FALL</b>	
24 <b>YOM KIPPUR</b>	25	26	27	28	29	30	

## PET WASTE

A large part of the policy you sign when you have a pet in the Housing Authority is agreeing to clean up after them. Any pet owner found to be leaving pet waste around the sites will be backcharged accordingly and risks being sent a 30 Day Notice to Vacate as a result of violating the Pet Policy.

## AFTER HOURS EMERGENCY LINE

The after-hours emergency number is strictly for after-hours emergencies. Monday through Friday between 8:00 AM and 4:00 PM, please contact someone in the office directly for any maintenance requests- even emergencies. This is a reminder that if you call for a non-emergency you will be backcharged. If you need to use the number, please leave a message and someone will get back to you as soon as they can.

## **VRV PARKING LOT**

The VRV parking lot is a one-way entrance and exit. Under no circumstances should residents or guests be driving the opposite direction. As a reminder, children should not be playing in the parking lot. Not only is it dangerous, but if a car is driving in the wrong direction, the likelihood of them getting hurt significantly increases.

## **WORK ORDERS**

Remember that you must call all work orders into the office. **Do not tell a maintenance man when you see them.** Please note that anyone in the office can process a work order for you. Thank you for your cooperation.

## **FIRE EXTINGUISHERS**

If you need to use the fire extinguisher provided to you in your apartment for any reason, please contact the office immediately. It is important that you have a full fire extinguisher in your apartment at all times.

## **GARBAGE**

All garbage must be placed inside of your garbage cans with the lid completely closed. Under no circumstances should bags be put on the street next to your garbage cans. Additionally, garbage cans and recycle bins must be brought back to your apartment once the trash has been removed. Failure to do so will result in charges to your account.

## **AIR CONDITIONERS**

All window unit air conditioners need to be removed no later than October 1st. AC's left in windows will be removed by maintenance and you will be backcharged.

## **REPORT ALL INCOME CHANGES**

Don't forget that it is your responsibility to report all income changes within your household. If you are no longer working, have an increase in pay, are receiving unemployment, or you are newly employed, you **MUST** notify the WHA office. Failure to report **ANY** changes in income could result in money owed to the WHA.



**LIKE US ON FACEBOOK!**  
**@WATERLIET HOUSING AUTHORITY**

## **OFFICE CLOSED**

The office will be closed on Monday, September 4th, for Labor Day.

## **MJD ANNUAL INSPECTIONS**

Michael J. Day annual inspections will be held on September 12<sup>th</sup> through September 15<sup>th</sup> and will begin around 10 AM. 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. The inspection schedule is as follows:

<b>Apts. 1-20</b>	<b>September 12th</b>
<b>Apts. 21-40</b>	<b>September 13th</b>
<b>Apts. 41-66</b>	<b>September 14th</b>
<b>Apts. 67-90</b>	<b>September 15th</b>

## **OUTDOOR PLAY**

For any children using sports equipment around the WHA, kicking and bouncing balls off the buildings is not the way to properly use them. If they hit a window, it might break. Even slamming into it could cause damage to the frame or screen. If one were to slam into an air conditioner it could break. So please, play carefully! Parents are responsible for their child's outside behavior, good or bad. The parking lots, trees, and brick enclosures are not "playgrounds" for the children.

## **BACK TO SCHOOL**

The WHA Office wishes all students returning to school this month the best of the luck! If you have any first day photos you would like to send to Kylea at the Office, please e-mail them as we would love to feature them in our next newsletter.

## **ONLINE PORTAL**

Have you utilized our Tenant Portal yet? You can see the status of work orders, check your current balance, or even make rent payments! Visit [whaportal.com](http://whaportal.com) and use your first initial and entire last name as your username, and the last four digits of your Social Security Number as your password. Please make sure you click the "Public Housing" option under your password or you will not be able to login. All tenants and applicants automatically have online profiles established, but online rent payments are set up through Kylea at the Office. Call us for more information!