

Old Tires



Old tires are not allowed to be placed on the curb for bulk pick up! Neither Newbern or Obion City will pick them up. If you have old tires it is your responsibility to dispose of them. Any old tires that are on any NHA property must be removed by 9/10/2024. On 9/11/2024 maintenance will be coming around and will dispose of any tires found on our property and the tenant will be charged \$50 per tire. Old tires cause safety and healthy issues of catching and storing water.

SEPTEMBER'S HOUSING KEEPING REMINDER: FOR THE MONTH OF SEPTEMBER WE WILL FOCUS ON THE KITCHEN! KEEPING A CLEAN WELL KEPT KITCHEN IS VERY IMPORTANT FOR HEALTH AND SAFETY REASONS!

- * Your oven should be turned off and cool before you try to clean it. Remove the racks, bottom plate, broiler pan and grill. Burned on food or grease can be removed with an oven cleaner, but don't get any cleaner on the oven door seals or the exterior of the stove.
- * Refrigerator should be clean and neat. Freezer door should close properly. Overfilling the freezer or Refrigerator could cause it to not work and cool properly. Avoid opening and closing the door very often. Also avoid letting small children open the door and "hang" on it.
- * Exhaust fan should be free of grease and dust. Stove hoods should be wiped off after cooking and cleaned with a mild cleaner at least once a week. Once a week filters should be taken out and washed with hot, soapy water. After the filter has dried, it should be reinstalled.
- * Sink should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.
- * Food storage areas should be neat and clean without spilled food.
- * Trash/garbage should be stored in trash bags in a covered container until removed to the disposal area.

hello September

MAINTENANCE NEWS

Please remember that when you are grilling, your BBQ grill must be 6 foot from your apartment. Your grill cannot be placed under the awning of your roof. This causes a risk of the fire shooting up and catching the apartment on fire or melting the soffit. If damages occur at your apartment due to fires or grilling to close to your apartment; you will be charged for these to be repaired.

This is another reason we require you to have renter's insurance.

Please remember to report all damages or maintenance concerns to the office so that we can get them taken care of in a timely manner.

Please help us keep our apartments looking good and a safe place to live.

~Thanks~ James Zarcior
Maintenance Supervisor



Housing Authority Contacts
Emergency Numbers

Office: 731-627-2142 Maintenance: 731-445-9892
Newbern Police: 731-627-2571 Newbern Fire: 731-627-2266
Obion Police: 731-536-6244;
Obion Fire Department 731-536-5537 ; Ambulance: 911
West TN HealthCare– Dyersburg 731-285-2410
West TN Healthcare– Union City– 731-885-2410

Smoke Alarms

DO NOT DISCONNECT THE SMOKE ALARM FROM YOUR APARTMENT! THIS IS **SERIOUS** LEASE VIOLATION! If a smoke alarm is found disconnected from your apartment there will be \$100 fine for the first occurrence and then the second time it is found disconnected EVICTION will occur.

This is HUD's guideline.

If your smoke alarm starts going off, it is considered an emergency and you are required to call the emergency line for assistance. 731-445-9892.

If you have any questions please contact the office.

Thank you to our Spring Valley Tenants. Overall the inspections were a success! Housekeeping was great from most everyone and there were no major NSPIRE concerns. With the help of our tenants who report maintenance issues timely we are able to keep our property safe, sanitary and a healthy place to live and call home!

We appreciate you all!

FALL NSPIRE HUD INSPECTION SCHEDULE:

Oak & Maple, Newbern-
September 18th, 2024
Flower Valley, Newbern-
October 16th & 17th 2024
Jones Street Newbern-
November 13th, 2024

PAYMENT REMINDERS

- ◆ Payments are due on the 10th
- ◆ Late charges are charged on the business day following the 10th; 10% of remaining rent charge of \$10 whichever is higher
- ◆ Call the office if you are going to be late
- ◆ When dropping payments off after hours place them in the mail slot on the side door of the office.
- ◆ DO NOT PLACE PAYMENTS IN THE APPLICATION BOX BY THE FRONT DOOR
- ◆ Please write your name and apartment and the amount you are dropping off on the envelope before placing it in the slot
- ◆ Payments are accepted through www.rentpayment.com
- ◆ Over usage of utility payments are due the 14th of each month.

LEAD BASED PAINT INFORMATION:

FOR ALL TENANTS AT MAPLE AND OAK AND JONES STREET, WE ARE REQUIRED TO UPDATE OUR LEAD BASED PAINT FORMS. WHEN YOU COME IN THE OFFICE PLEASE SIGN THE UPDATED FORM. IF WE MISS YOU WE WILL BE COMING AROUND TO GET YOU EACH TO SIGN.

NOTICE
DO NOT PUT
OIL OR GREASE
INTO THE DRAIN
THANK YOU

NOTICE:

Do not flush anything down the toilet expect toilet paper! Please do not flush diapers, famine products or other objects!!

Nothing is impossible. The word itself says "I'm Possible!"

~Audrey Hepburn

We have a new maintenance crew member. Chris Gorman joined our team this month. Chris comes with a wealth of knowledge. He will be working with our maintenance crew along with assisting in the office some taking payments. If you see him out with the guys be sure to say hi and introduce yourself. He is excited to be apart of Newbern Housing Authority.



Thursday September 26th, Pest Control will be back at NHA.

Please contact the office if you need to be added to the list.

731-627-2142

rentpayment
from MRI Software

Accepting payments through
RENTPAYMENT

www.rentpayment.com

PARKING GUIDELINES

Parking is each tenant's responsibility. In most developments, the parking areas are to be used for licensed motor vehicles only. Other vehicles, such as trailers, boats, and unlicensed vehicles will be towed away at owner's expense without notice.

When parking or driving through the developments, please show courtesy to your neighbors. Do not block cars in the lots for any reason. Since there are so many children in the developments, please observe and obey all speed limit signs.

- ⇒ Each space is on a first come, first serve basis for each resident.
- ⇒ Inform visitors that resident parking comes first.
- ⇒ Inform visitors that resident parking comes first. If additional spaces are available, then and only then are visitors permitted to park in the additional spaces.
- ⇒ Only handicapped units have assigned parking spaces.
- ⇒ Each resident is responsible for oil spills caused by their vehicle and vehicles belonging to their visitors. Oil spills must be cleaned on a regular basis. If you have any questions on how to do this, call the office at 627-2142. If the NHA has to clean the spills, the resident will be charged.
- ⇒ If these parking guidelines are not met, the vehicle will be towed at the owner's expense.

Newbern Housing Office Staff

Contact Information:

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Assistant Executive Director

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OPENING HOURS:		
Mon.	8:00	to 4:30
Tues.	8:00	to 4:30
Wed.	8:00	to 4:30
Thur.	8:00	to 4:30
Fri.	8:00	to 11:00 AM
Sat.	Closed	to Closed
Sun.	Closed	to Closed