

## GREENBURGH HOUSING AUTHORITY NEWSLETTER:

### NEWS IN BRIEF:

Rent payments can be mailed to the GHA office or left in one of the locked boxes outside the GHA office. The remittance address for mailing rent payments is 9 Maple Street, White Plains, NY 10603. Return payment envelopes are enclosed with rent statements.

As part of our efforts to go green, the GHA newsletters will only be accessible online at the GHA website:  
[www.greenburghhousing.org](http://www.greenburghhousing.org)

The Greenburgh Housing Authority office will be closed on:

- Wednesday, December 24<sup>th</sup>, 2025, at 12pm in observance of the Christmas Eve Holiday.
- Thursday, December 25<sup>th</sup>, 2025, in observance of Christmas Day Holiday.
- Wednesday, December 31<sup>st</sup>, 2025, at 12pm in observance of the New Year's Eve Holiday.
- Thursday, January 1<sup>st</sup>, 2026, in observance of the New Year's Day Holiday.

Please contact the answering service for any maintenance emergencies: (914)227-2712.

Greenburgh Housing Authority's development team is working on the design for the Maple Street residence project.

### December 2025:

#### MEETINGS:

The GHA Work Session will be held on Wednesday, December 17<sup>th</sup>, 2025, at 5:30pm in the conference room at 9 Maple Street.

There will not be a GHA Board Meeting scheduled for the month of December 2025.

#### SPECIAL INTERESTS:

To have an illegally parked vehicle removed from your assigned parking space, please contact the following:

- GHA Office (Monday-Friday): (914)946-2110 - (8:30am-4:30pm)
- GHA Security: Mr. H. Tucker (914)527-0062, Mr. D. Clark (914)362-5338 – (5pm-12am)
- GHA Answering Service: (914)227-2712 – (all other times)

Parking on GHA property is at your own risk. GHA is not responsible for vehicle damage or vandalism while on the premises. If your vehicle is damaged by another vehicle, involved in an accident, or vandalized, please contact the police to fill out a police report and investigate. We are unable to intervene in legal or criminal matters. As a reminder, please park your car in your assigned space to prevent it being towed or booted by GHA Staff without notice at the owner's expense.

Access to the GHA administration office is by appointment only. Please wear a mask while inside the building. COVID cases are increasing.

Greenburgh Housing Authority's Broadband access passwords were shared with residents.

**Residents:** To place work orders for the maintenance department, please contact the GHA front desk: (914)946-2110 x100.

NYS (State Site) residents: Annual Recertification and Continued Occupancy packets are being mailed out this month. Please complete the packets by the deadline indicated and provide the necessary documentation for continued occupancy.



## PUBLIC HOUSING:

Tenants are strongly encouraged to purchase renters' insurance to protect your personal property.

**INCOME VERIFICATION** – Please note as per your lease, all income needs to be disclosed to GHA. All income generated from tenant business activities on GHA property needs GHA approval and disclosure. Failure to do so will be construed as FRAUD and will be prosecuted.

**Dogs** - Please note that all dogs must be registered with GHA, unregistered dogs are a breach of our policy, and all dogs are always to be on a leash while on GHA property. Please pick up after your dog litters the ground, violators will be fined by housing. If you see an unattended dog on GHA property, please contact the Greenburgh Police Department at (914) 989-1700. **PLEASE DO NOT FEED CATS OR BIRDS ON THE PROPERTY.**

All paperwork requests for the housing department (letters, shelter verifications, lease copies, etc.) will be mailed within 48 hours. Any tenant that wants paperwork to be emailed/faxed must provide the recipient's information (email address, fax number).

Any tenant who will suffer a significant income change going forward in their household, please contact the Public Housing/Section Eight departments at once and provide supporting documentation to determine if an adjustment is applicable.

## MAINTENANCE:

Tenants who wish to be home during maintenance repairs must give 2 days' advance notice along with a 4-hour window of availability for maintenance when contacting the office for the work order request. Pest control requests can continue to be called in, as necessary.

Tenants are responsible for any work order fees. For any questions regarding charges associated with work orders, please contact Mr. Marcus Stokes: Maintenance Department at (914) 946-2110, Ext. 102. **\*\*FOR STATE SITE & GREENBURGH HEIGHTS TENANTS:** Please note that GHA charges \$10 for each replacement mailbox key. If you already have an extra key you can go to Home Depot to get a copy made, the maintenance department will no longer go unless you have no key.

**CONSERVATION:** Please conserve our valuable resources. Water is a valuable and expensive resource, do not waste it. Please turn your electrical appliances off when not in use, these include TVs, lights, laptops, computers, etc. We appreciate your cooperation.

Use of propane tanks is prohibited on GHA property and in the units. All Propane tanks and propane grills will be confiscated and disposed of without notice.

### MAINTENANCE:

To avoid sewer backups, it is imperative that all tenants follow GHA's policy regarding flushing unacceptable items (wipes, feminine hygiene products, paper towels, diapers, etc.) down the toilet. PLEASE DO NOT POUR GREASE DOWN THE KITCHEN SINK OR FLUSH IT DOWN THE TOILET. IT IS IMPERATIVE THAT ALL RESIDENTS COOPERATE ON THIS MATTER.

Please dispose of your garbage properly. Do not leave garbage in the shared areas. Tenants are requested to place all garbage in dumpsters carefully to avoid having litter on the ground in the garbage shed. This will also help prevent unwanted pests from being in the area. We request all tenants to follow this policy to keep the environment healthy and safe. Your cooperation is appreciated.

### Monthly Extermination Schedule:

Please note that the monthly extermination service is a mandatory requirement for all residents. The exterminator who will be accompanied by maintenance staff, comes once a month on Thursdays. Please review the schedule below for the day the extermination service is scheduled for your building.

- 1<sup>st</sup> Thursday of each month – 1, 2, & 3 Oak Street Buildings.
- 2<sup>nd</sup> Thursday of each month – 1, 2, & 4 Beech Street along with 7 Maple Street Buildings.
- 3<sup>rd</sup> Thursday of each month – 1, 3, & 5 Maple Street Buildings.
- 4<sup>th</sup> Thursday of each month – All Greenburgh Heights sites, along with 101 Manhattan Avenue.

To access the product labels used by NuBorn Pest Control in our units, please visit:

<https://www.nubornpest.com/labels-sds>

\*Any residents unable to access the labels at the above link online for NuBorn Pest Control, please request in writing to Greenburgh Housing Authority, to provide the labels used in our units.

**\*Please note, not all labels on NuBorn's website are used in our units. We will only provide labels for products that are used in our units.**

---

*"Our mission is to provide and develop safe, affordable and quality housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization ..."*

---





### Helpful Numbers:

Answering Service (Maintenance Emergencies): (914)227-2712

Security Officers (5pm-12am):

- H. Tucker (914) 527-0062,
- D. Clark (914) 362-5338

GHA Office: (914) 946-2110,2111

Greenburgh Police Department: (914) 989-1700

Fairview Fire Department: (914) 949-5600

Greenburgh Town Hall: (914) 989-1500

Theodore Young Community Center: (914) 989-3600

Greenburgh Animal Control (Greenburgh Police Department): (914) 989-1700

Greenburgh Health Center: (914) 989-7600

Human Society of Westchester: (914) 632-2925

Towing Company: Certified Towing and Transport (Only to retrieve your vehicle after it was towed, or to have a boot removed if one was put on your vehicle).