

NEWBERRY HOUSING AUTHORITY APARTMENT ENTRY POLICY

Any resident that requires that maintenance personnel lock or unlock doors to units must provide proof of residency and fill out a request form
or they will not be allowed entry into the unit.

Resident will be charged a maintenance fee based on this schedule:

\$6.00

8:00 a.m. to 5:00 p.m.

\$12.00

5:00 p.m. to 12:00 a.m.

\$20.00

**12:00 a.m. to 8:00 a.m.
plus maintenance labor cost
except in emergency situations.**

No door will be opened unless the resident signs a request form and provides proof of residency in unit