

NEWTON HOUSING AUTHORITY

32 LIBERTY STREET, NEWTON, NEW JERSEY 07860

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February 21, 2024

IMPORTANT NOTICE

To: All Residents of Liberty Towers

From: William F. Snyder, Executive Director

Re: Resident Incident Procedures

Please be advised that the Newton Housing Authority has instituted a resident incident reporting procedure. This process is being undertaken in our effort to improve customer service and improve the quality of life for the residents at Liberty Towers.

In order to better address our residents' issues, we have developed a form for your use in reporting incidents to the Housing Authority. The attached form is self-explanatory and should be completed and placed into the office mail slot. Please be as specific as possible in reporting any incident.

We will retain all completed forms for consideration, action and discussion at the quarterly Resident Service Advisory Committee meetings. The purpose of the committee is to make recommendations for consideration by the Board of Commissioners. The Resident Service Advisory Committee is comprised of the following:

- 1) Executive Director
- 2) 2 Commissioners
- 3) 2 Resident Association Members
- 4) 2 Non-Resident Association members

Additional copies of the "Resident Incident Form" may be obtained on our website at www.newtonhousingauthority.com.

Attachment