

# *HOUSING AUTHORITY of the* **TOWN OF BOONTON**

## **Office of the Boonton Housing Authority Will Be Closing to the Public Due to the COVID-19 Outbreak**

*Closure will take effect Monday March 16, 2020 and will be effective until further notice*

With COVID-19 reaching pandemic status and expected to reach Boonton in Morris County, the Boonton Housing Authority is taking steps to ensure the safety and well-being of its clients, partners and employees.

*Effective Monday March 16, 2020, The Boonton Housing Authority office at 125 Chestnut Street will be closed to the public. Clients that have appointments scheduled after this date should contact their caseworker via email or phone to schedule a phone appointment to get their paperwork completed. Also, all paperwork and rent payments can be dropped off via the mail slot next to the entrance of office or mailed to 125 Chestnut Street, Boonton, NJ 07005. Feel free to contact office at 973 335 0846 or email:*

[Section8@boontonhousing.org](mailto:Section8@boontonhousing.org)  
[secretary@boontonhousing.org](mailto:secretary@boontonhousing.org)  
[info@boontonhousing.org](mailto:info@boontonhousing.org)

Routine maintenance work orders will be completed when the office re-open to the public. If tenants have emergency work orders please contact the property manager and it will be handled appropriately.

Some examples of emergency work orders include:

- Absence of heat when outside temperature is 40 degrees or below
- Natural gas leak
- Any condition that jeopardizes the security of the unit (broken window, doors, locks etc.)
- Major plumbing leak or flooding, waterlogged ceiling or floor in imminent danger of falling
- An electrical problem that could result in shock or fire
- Utilities not in service, including no running hot water
- Absence of functioning toilet
- Other conditions that present the imminent possibility injury

Please be advised that BHA staff may not be remaining on property once an outbreak in the area has been reported. We encourage all clients to take responsibility for themselves and their families just as we have advised our employees. Please follow any instructions issued by the Center for Disease Control and the Public Health Department.