

BROOKFIELD HOUSING AUTHORITY

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WELCOME TO BROOKFIELD HOUSING AUTHORITY

We have included in this pamphlet some information that may help answer some of your questions concerning our Housing Development.

The Brookfield Housing Authority has 82 units located at two sites. Apartments #1 through #60 are called Joyce Place Apartments and are designated as an elderly site. Apartments at Joyce Place are efficiency and one-bedroom units. Priority is given to those persons over 62 years of age and/or handicapped or disabled. Fessler Vista, our family site includes apartments #61 through #90. Apartments at Fessler Vista are 1-, 2-, 3- and 4-bedroom units.

Our staff includes the Executive Director, Brooke Lodder; Leasing Specialist, Katie Faust; Full-time maintenance staff Marvin Wilson, Ken Conard and Jim Walgren.

Office hours are from 8:00 AM to 2:00 PM Monday through Friday. Messages may be left on our answering machine after hours and on weekends. Our telephone number is 660-258-3959.

Your rent is based on your adjusted gross income. Listed on the chart below is the maximum income limits per household size. If your annual gross (before tax) income is under the amount shown for your family size, you may qualify for our program.

1 Person	\$37,300	5 Person	\$57,550
2 Person	\$42,600	6 Person	\$61,800
3 Person	\$47,950	7 Person	\$66,050
4 Person	\$53,250	8 Person	\$70,300

Rent is approximately 30% of your adjusted gross income. Adjusted income is gross income minus deductions for the following:

Elderly and disabled families: Medical expenses over 3% of the gross income plus deductions for being over 62 or handicapped/disabled.

Families under 62: A dependent allowance for each child under 18 and childcare expenses paid by the family

A utility allowance is also figured in when determining your rent amount because our tenants are responsible for the electric and gas charges. This amount is based on the size of unit you move into.

A \$100 security deposit per bedroom is required.

A 30-day notice must be given for move outs.

Our apartments are furnished with electric ranges and frost-free refrigerators, new in 2023. The furnace and hot water heater in each apartment are fueled by natural gas. All our units have central air-conditioning. They are also equipped with a hard-wired smoke detector with a battery backup. The bathrooms at Fessler Vista are equipped with a bathtub with shower. The bathrooms at Joyce Place all have a walk-in shower. Standard size shower curtains will fit both units.

OUR HOUSING COMPLEX IS SMOKE-FREE. AS OF JANUARY 1, 2018, THERE IS A BAN ON ALL TOBACCO PRODUCTS ON THE PROPERTY INCLUDING E-CIGARETTES AS WELL AS CHEWING TOBACCO. A COPY OF THE POLICY IS AVAILABLE IN THE OFFICE.

All tenants are responsible for having the electric and gas turned on in their name before moving into any apartment. Ameren UE supplies the electric service in Brookfield. They no longer have a local office so arrangements for electric service will have to be made by telephone. Their number is 1-800-552-7583. You will need to have your social security number, the address you are moving to and a telephone number when you call. Liberty Utilities provides the gas service. Their telephone number is 1-800-424-0427. These utility companies usually require 2-3 days' notice to have the utilities turned on. Water and Sewer charges are paid for by the Housing Authority. Your hot water heater will be turned up once we have verified that the electric and gas have been transferred into your name. A confirmation number and/or account number for your utilities are required when lease papers are signed.

For those that do not qualify for the income based rent the following are the Flat Rate Rents for 2018: (You must still meet the low-income requirements to qualify for housing)

Efficiency	One Bedroom	Conversion	Two Bedroom	Three Bedroom	Four Bedroom
\$367	\$377	\$377	\$355	\$417	\$495

SERVICES OFFERED

Noon meals can be delivered to your door from the Brookfield Nutrition Site. The suggested price is \$3.00 per meal for those 60 and over, \$6.75 for those age 59 and under. Medicaid may cover the cost of home delivered meals in some cases. If you are interested in finding out if you qualify for this service contact the nutrition site at 660-258-2577. Delivery days are Monday through Friday. (Excluding holidays) Please call before 9:00 AM for delivery of a noon meal.

Each apartment has a telephone jack in the living and the bedroom ready to be used. Certain low income and handicapped persons may qualify for reduction of installation fees and monthly rates. They are also all internet ready. Fiber Internet service is available through Chariton Valley. Contact their office for installation details.

TV service and/or internet may be available through Chariton Valley, Suddenlink, AT&T, DirecTV, and Dish Network. Satellite dishes can be installed by a licensed, insured installer. Installers MUST have a Brookfield City License. When any installations are done either cable, satellite, or internet one of our maintenance staff must be present.

Trash service runs every Wednesday of the month. (On weeks that have a holiday they will run on Thursday) There are blue trash cans provided by WCA at every complex and are shared among the residents.

Our insurance does not cover your personal property inside your apartment. You will need to purchase your own personal property insurance if you desire to have any. If you are interested in purchasing "renter's insurance" contact your insurance agent to assist you. If you do not have an agent, any of the agents in town would be willing to help you obtain the coverage you need.

You will receive one key to your apartment when you sign your lease and do your move-in inspection. The front, back and outside storage closet all use the same key. Additional keys may be obtained by posting a \$5.00 per-key deposit. When you move out and return the keys the deposit will be refunded. Mailboxes at Fessler Vista are on two pedestals along High Street. They are locking boxes which require a key to unlock. The #1

space on each bank of boxes is for outgoing mail. If you receive a package by parcel post, a key will be left in your mailbox. You open the package box on the pedestal, take your package out, and leave the key in the box. The carrier will pick up the key the following day. If you are disabled and unable to get to the mailbox, call the Post office at 660-258-7044 and request a form to have mail delivery to your door. There is a section that your physician will need to fill out explaining why it is a hardship for you to get to the mailbox. Our maintenance staff will install a mailbox at your unit if you qualify.

Your apartment number is your mailing address; ** Joyce Place or ** Fessler Vista. Mail at Joyce Place is delivered to the mailbox on the wall outside each apartment. Outgoing mail may be attached to the front of the mailbox on your apartment using a clothespin or other item that will secure the letter to the box until the mail person picks up the mail.

Each apartment has a hookup for a full-size washing machine. The 2-, 3-, and 4-bedroom apartments have a hookup for a full-size dryer in the back bedroom. The one-bedroom apartments will accommodate a stacking washer/dryer or a compact pair, but not a full size of both. The efficiency apartments are not set up for a dryer. A clothesline is provided behind each building.

Laundry facilities are available in the Community Building. Washers and dryers operate for \$.50 each. There are 4 wash machines and 4 dryers. All laundry must be started before 3:30 PM weekdays and finish no later than 4:00 PM. Animals are not allowed in the laundry or community building.

You and your guests are NOT allowed to drive any vehicle on the grass. You must park in the parking lot or along the curb. When moving heavy objects, you may borrow a dolly to get the items from the parking lot to your apartment. Call the office if you would like to borrow the dolly.

Tenants with cars are assigned a parking space with their apartment number on the parking bumper. Unfortunately, we do not have enough spaces for each apartment. If you have more than one vehicle, unless there are vacant spaces in your parking area, you will have to park one of them along the street or in our visitor parking lot. Guests should park along the curb or in the visitor parking, being careful not to block the mailboxes at Fessler Vista.

We ask that our tenants do not hang any pictures or other items on the wall. Once you are settled into your unit and have decided where you would like to place these items our maintenance staff will be happy to hang them for you. Just call the office to set up an appointment.

You can plant flowers, vegetables, etc. around your apartment. They must be kept free of weeds and tied up so they will not sprawl out into the lawn or in the way of the mowers. The maintenance staff will till flowerbeds in the spring as requested by tenants. Tilling will be done as time and weather allow.

Swing sets are not allowed. Fairview Heights Park is within easy walking distance of Fessler Vista, and they have playground equipment. Wading pools are allowed but must be moved regularly so they do not sit in one place long enough to kill the grass. They should be emptied each night and kept on the porch when not in use. Toys should be kept on the porches when not in use and picked up while lawn mowing is in progress.

Domestic pets no larger than 25 pounds are allowed at both Joyce Place and Fessler Vista and are limited to **one** pet per unit. There is a pet deposit of \$100 per bedroom size. (The pet deposit is in addition to the security deposit and is fully refunded if there are no damages to the unit and no balance is due at move out). For dogs and cats, they must be spayed or neutered and up to date on shots. Verification will be required before the pet

can occupy the unit. A copy of the complete pet policy is available upon request and all papers must be completed and returned BEFORE the pet is allowed.

The following items are included in your rent:

Range, Refrigerator, Curtain Rods, Window Shades, Routine Maintenance, Snow Removal, Pest Control, Trash Pickup, Trash Container, Water & Sewer.

During the summer we rent an outside water knob for \$5.00. The knob attaches to the outside faucet to allow you to water your flowers and plants. This is optional, however, to use the outside faucet, you **MUST** obtain one of these knobs from our office.

Family members over the age of 18 are required to serve 8 hours of community service unless they are determined to be exempt. Community service may be served with any non-profit organizations that can use your services. Exemptions include:

Over the age of 62, Having a disability that prevents you from working, working at least 20 hours per week, being a participant in a Welfare to Work Program, Receiving TANF and participating in a required economic self-sufficiency program, or Full-time student. You will be required to provide proof that you meet any of these exemptions.

Our complex has 5 units designated as handicap accessible units. These units will be equipped with wider doorways and hallways, cabinets that sit lower and no steps. If you require a handicap accessible unit you must mark this on your application. Most handicap accessories can be added to our regular units like grab bars and ramps at the tenant's expense.

WINDOWS

We have listed the measurements below for windows in our apartments. We hope this will help when selecting curtains for your new home. The measurements could vary slightly due to the location of the brackets. To hang curtains, it is not necessary to remove the bracket from the wall. The rod unscrews at one end, releasing it from the bracket. No tools are necessary.

	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Living Room	(1) 41"x48"	(1) 77"x48"	(1) 90"x48"	(1) 77" x48"	(1) 77"x48"
					(1) 52"x48"
Dining Room	(1) 54"x48"	(1) 54"x48"	(1) 54"x48"	(1) 52"x48"	(1) 52"x48"
					(1) 45"x48"
Bathroom	No Window	(1) 38"x48"	(1) 36"x36"	No Window	No Window
Kitchen	(1) 36"x36"	(1) 41"x48"	(1) 36"x36"	(1) 36"x36"	(1) 36"x36"
Bedroom 1	(1) 36"x48"	(1) 54"x48"	(2) 45"x48"	(2) 41"x48"	(1) 52"x48"
Bedroom 2			(1) 45"x48"	(1) 66"x48"	(2) 45"x48"
			(1) 54"x48"		
Bedroom 3				(2) 41"x48"	(1) 52"x48"
Bedroom 4					(2) 45"x48"

We hope this packet has given you enough information about our development to help you make the decision to consider us when looking for an apartment in Brookfield, Missouri. If you have any further questions, feel free to stop by or call our office at 660-258-3959.