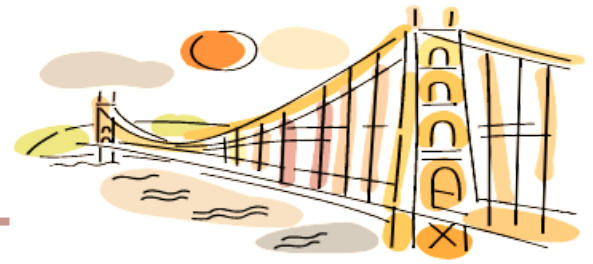


# Bridge Builder



*“Bridging the gap between Kirksville  
Housing Authority and Community Landlords.”*

August 2025

## Let's Roll With It

Change isn't always easy, but it is necessary...and, in this case, mandatory.

### ACH Enrollment

If you have not already, please complete and return your Direct Deposit Enrollment/Change Form to our office as soon as possible. Monthly Housing Assistance Payment (HAP) amounts will no longer be issued via paper check as of November 1, 2025. For this reason, forms must be returned to our office no later than the close of business on **Tuesday, September 30, 2025**. *Failure to return the form and documents in their entirety by this date may result in the delay of future payments.* Please be sure to read the instructions on the back of the enrollment form carefully and completely, and do not hesitate to contact our office with any questions.

### HAP Contracts, Lease Agreements, and Participant Compliance

A common misconception about our agency is that we are the “Kirksville HUD Office”. Simply, we are not. Kirksville Housing Authority is a Public Housing Agency - an independent, local government organization that receives funding from the U.S. Department of Housing and Urban Development (HUD) to administer the Public Housing and Section 8 Housing Choice Voucher (HCV) programs for the City of Kirksville. To continue receiving and administering these funds, we are held to a high standard for performance and compliance, and we must require the same of all program participants, landlords, contractors, and partners.

With this in mind, please be sure to read all correspondence sent by our agency. Federal regulation mandates we receive from you, our invaluable landlords, a valid lease agreement for every HCV program participant, fully executed by both parties. Our agency must enter into a HAP contract with our landlords for every unit on the program *prior to payment issuance*, collect accurate documentation from participants, and ensure each participant's compliance with program guidelines. If we find that we are in need of a document, signature, or otherwise, then we will make the request in writing and provide 10 days to do so. Failure to comply with program guidelines by any party may result in termination.

KHA staff members work tirelessly to ensure the integrity of our programs, distribute valuable information, and provide updates about these ever-changing guidelines. We cannot stress how thankful we are for each and every one of you, or how your continued partnerships ensure the success of our programs. Today and every day - *thank you.*

Patti Preston, Executive Director  
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Equal Opportunity Housing

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