

Application Checklist

1. Be sure you have checked the appropriate box indicating which program you are applying for.
2. Make sure all blanks are filled in. If the question does not apply to you, please mark "N/A" (not applicable).
3. Be sure you have included birth dates and social security numbers for all members of your household.
4. Make sure all adult members (18 years old or older) have signed the application and release forms.
5. All applications must be accompanied by copies of social security cards and birth certificates.

Reminders

- All information will be verified.
- We do not offer emergency housing.
- We do not assist in paying security deposits.
- No rental unit can be approved until your name has come up on the waiting list and all of the appropriate paperwork has been completed.

Kirksville Housing Authority



Application Process Guide

"Promoting adequate and affordable housing for eligible residents of the City of Kirksville"

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Equal Housing Opportunity

About our Programs

Public Housing Program:

VILLAGE 76. To qualify for this housing complex you must be 62 years of age or older or handicapped/disabled. Rent is based on 30% of an applicant's gross income and includes all utilities. We offer efficiency, one, and two-bedroom units.

DEVLIN PLACE. Our Devlin Place Family Complex consists of two, three and four-bedroom units. Family composition determines what size unit an applicant qualifies for. Rent is based on 30% of an applicant's gross income and includes water, trash and washer/dryer hookups. Individual families are responsible for gas and electricity.

The Kirksville Housing Authority provides snow removal and lawn care at both housing complexes.

*Applicants for Public Housing **must provide two references from previous landlords.***

Community Service may be required as part of your lease agreement for Public Housing.

Section 8 Housing Choice Voucher Program:

This program allows an applicant the opportunity to rent a unit (house, apartment, etc.) within the city limits of Kirksville. To qualify for this program, an applicant needs to meet the income guidelines. Once the particular unit passes our inspection, we will assist with rent payments based on a percent of the applicants income.

How the Application Process Works

Once an application is received by the Kirksville Housing Authority, it is reviewed for completeness. Our office then checks for any outstanding claims (money owed) with our agency and others. If the application is complete and there are no claims, the applicant's name is placed on the appropriate waiting list(s). Once the applicant's name reaches the top of that waiting list, they are notified and asked to come into the office to begin the initial paperwork. All information regarding income, medical expenses (where applicable), criminal history and rental history are then verified by the KHA staff to determine final eligibility. Once all this information has been verified, the applicant is notified. If the applicant has requested public housing, they are asked to sign a lease and pay their rent and deposit prior to moving into the unit.

If the applicant has requested The Housing Choice Voucher

Program, they are issued their voucher and have 60 days in which to find a rental unit. The owner of that unit must agree to the terms of the KHA and allow the unit to be inspected. Once the unit passes inspection, the applicant and landlord then sign the lease agreement and the tenant may move in.

Annual re-examinations are required for both programs. Any changes in household composition or income must be reported to the Housing office immediately.

Frequently Asked Questions

What should I do when I decide which program I am interested in?

1. Fill out the application and clearly mark which program(s) you are interested in at the top of the application. (You may apply for any program you qualify for.)
2. Return the completed application to our office. **All applications must be accompanied by Social Security Cards and Birth Certificates for every member of the household.**

What things are considered income?
 • Wages • Child Support • Social Security • TANF • Pensions • Disability Payments • Interest from savings, stocks, IRA's and CD's • Unemployment benefits • College grants

Note: Our agency is required to verify all income through a third party such as the State Wage Information Collection Agency, Social Security Administration, employers, financial institutions and Division of Family Services.

How do I know if I meet the definition of disabled?

If you are currently receiving SSA or SSI our agency considers you disabled. If you do not receive SSA or SSI, but feel you are disabled, please notify our agency. We will send a form with two legal definitions of disabled to your doctor to sign and verify that he believes you to be disabled.

Warning!

To obtain or attempt to obtain Housing Assistance by committing fraud is a criminal offense under federal and state laws.

Income Guidelines

Family size	1	2
Annual income	\$43,500	\$49,700
Family size	3	4
Annual income	\$55,900	\$62,100
Family size	5	6
Annual income	\$67,100	\$72,050

Preferences

If you meet of any of the following circumstances you may qualify for a preference to be placed ahead of other applicants on our waiting list:

- Elderly (62 years of age or older)
- Victim of natural disaster such as a fire or flood
- Victim of domestic violence
- Displaced due to hate crimes
- Relocation due to witness relocation program
- Displacement by government action
- Displacement by action of housing owner
- Displacement by inaccessibility of unit
- Displacement because of HUD disposition of multifamily development
- Families who are working
- Families who live within the geographical area of the City Limits of Kirksville
- Families who have been hired to work within the geographical area of the City Limits of Kirksville