

HOUSING AUTHORITY

of the City of Jefferson, Missouri



1040 Myrtle Ave • Post Office Box 1029
FAX 573-635-9680 • Zip Code 65102-1029
573-635-6163/Voice/TDD

Allen Pollock, P.E.
Executive Director

John S. Pletz
General Counsel

Dear Applicant;

Please complete application, including the attachments. Be sure that you complete EACH page and sign where indicated. **Applications that are incomplete or cannot be read cannot be processed. Faxed applications will not be accepted.**

If you have the following items with you, we will make a copy at the time of the Initial Preliminary Application; otherwise we will need these items when you receive the "Full Application" when your name comes to the top of the waiting list.

Driver's License or State Issued ID (All Adults)

Social Security Card(s)

Birth Certificate(s)

Proof of any income (Child Support, SSI, wages, TANF, etc.)

Proof of any Local Preference (Proof of Disability, Child Custody)

If you have any questions filling out the application, please contact:

Reception at 573-635-6163, ext. 200

Or

The Project Manager, who gave you the application

Persons with disabilities have the right to request reasonable accommodations in completing the application.

If you move after you are placed on the waiting list, (even if it is into one of our units) you must notify the Housing Authority in writing of your new address. If the Post Office should return any mail to us marked "return to sender" or "undeliverable", your name will be removed from the waiting list.

KEEP THIS PAGE FOR YOUR RECORDS

COMMISSIONERS

Jim Jordan
Chairman

Bob Weber
Vice Chairman

Larry Vincent

Sandra Allen

Philip Freeman

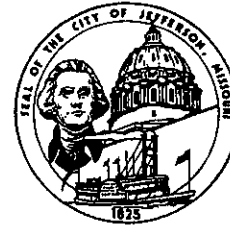
Dora Washington



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NOTICE

(Effective February 13, 2006)

If you leave any Housing Authority sponsored Assistance Program in **Bad Standing** (examples: owing money for rent, damages, unreported income or have your lease terminated/evicted for not following program rules/lease, etc..) your name will be removed from all other Jefferson City Housing Authority wait lists.

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**Housing Authority of the City of Jefferson
P.O. Box 1029/1040 Myrtle Ave
Jefferson City, Missouri 65102**

**NOTICE TO ALL APPLICANTS
REASONABLE ACCOMMODATIONS FOR APPLICANTS WITH
DISABILITIES OR HANDICAPS**

The Housing Authority of the City of Jefferson, Missouri is a public agency that provides low rent housing to eligible families, elderly families, and single people. The Housing Authority is not permitted to discriminate against applicants on the basis of race, religion, sex, national origin, familial status, disability or handicap. In addition, the Housing Authority has a legal obligation to provide "reasonable accommodations" to applicants if they or any family members have a disability or handicap.

A reasonable accommodation is some modification or change the Housing Authority can make to its apartments or procedures that will assist an otherwise eligible applicant with a disability to take advantage of Housing Authority programs. Examples of reasonable accommodations (must not cause undue financial/administrative burden or and alteration in the fundamental housing program) may include, but not limited to:

Alterations to a Housing Authority unit so it could be used by a family member using a wheelchair.

Installing strobe type flashing light smoke detectors in an apartment for a family with a hearing impaired member;

Permitting a family to have a service animal to assist a family member with a disability in a Housing Authority family development where pets are not usually permitted;

Providing a reader to a vision-impaired applicant during the interview;

Permitting an outside agency to assist an applicant with a disability to meet the Housing Authority's applicant screening criteria.

An applicant family that has a member with a disability must still be able to meet essential obligations of tenancy, i.e. they must be able to pay rent, to care for their apartment, to report required information to the housing Authority, to avoid disturbing their neighbors, etc.; but their is no requirement that they be able to do these things without assistance.

If you are a member of your family have a disability or handicap and think you might need or want a reasonable accommodation, you request it at any time during the application process or after admission. This is up to you. If you prefer not to discuss your situation with the Housing Authority staff, that is also your right.

