



About Us

Brookfield Housing Authority (BHA) provides affordable, accessible, independent living opportunities for low – and moderate-income families in Brookfield. We serve families, individuals, seniors, and disabled and handicapped people. Our vision is to provide housing that helps residents improve their economic standing, self-sufficiency, and well-being. Our team is dedicated to providing exceptional customer service and fostering a friendly and inclusive environment. We believe in building lasting relationships with our residents and creating a place they are proud to call home.

Location matters when it comes to finding your new home. BHA is off the hustle and bustle of the main highway and nestled on 12 acres on the edge of town. It offers a peaceful countryside atmosphere while being within walking distance to several town amenities. "

*"Sitting outside on your porch listening to the sound of birds is an atmosphere for all to enjoy!
It's like living in the country but within walking distance to several amenities of town"*

The Brookfield Housing Authority has 82 units located at two sites. Joyce Place Apartments are units #1 through #60 and are designated as an elderly site featuring efficiency one-bedroom apartments. Priority is given to those persons over 62 years of age and/or handicapped or disabled. The Fessler Vista Apartments are units #61 through #90 and are considered family apartments featuring 1-, 2-, 3- and 4-bedrooms. All apartments are equipped with central heat and air, updated kitchen appliances, carpeted bedrooms, and newer vinyl tile flooring in the living area.

Apartment features and services include: New (2023) electric ranges and frost-free refrigerators, window shades and curtain rods provided, central air-conditioning, furnace and water heaters fueled by natural gas, hard-wired smoke detector with a battery backup, outside storage closet, fiber internet-ready connection once service is set up, water, trash and sewer included, private or community laundry, free parking, smoke-free apartments, small pets allowed (one per unit) , planting and gardening availability, pest control services, handicap accessible units. Read more about services and amenities on page 4 of this document.

OUR STAFF

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

Contact Us

Office Hours: 8:00 AM to 2:00 PM Monday through Friday.

(Messages may be left on our answering machine after hours and on weekends.)

Phone: 660-258-3959 **Fax:** 660-258-7177

Address: 61 Joyce Place, P.O Box 467, Brookfield, MO 64628

E-mail: bhakatie@yahoo.com

Website: brookfieldha.com



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O: 660-258-3959 | FAX: 660-258-7177



61 Joyce Place, Brookfield, MO 64628



Application and Rent

HOW DO I QUALIFY?

The Brookfield Housing Authority assists low-income residents through the Low Rent Public Housing HUD program. The U.S. Department of Housing and Urban Development (HUD) sets the eligibility guidelines which changes annually. The program is based on tenant income and how many family members are to be housed. Tenants make monthly contributions toward rent equal to approximately 30% of their annual gross (before tax) income. The Brookfield Housing Authority establishes a minimum rent of \$50. This program is intended to give residents a place to belong while they get on their feet again.

THE FIRST STEP IS TO FILL OUT AN APPLICATION!

There is a waiting list for rentals, and occasionally, the list may be closed due to the number of people on it and the length of the wait. We are unable to determine how long the wait will be, but while you are waiting, your first step is to start the application process.

If you are in need of housing assistance in Brookfield, please contact Katie Faust, Leasing Specialist at the Brookfield Housing Authority at 660-258-3959.

ELIGIBILITY AND INCOME CALCULATION

Rent is based on your adjusted gross income. Listed on the chart below are 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. **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.

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

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

A \$100 security deposit per bedroom is required.
A 30-day notice must be given for move-outs.



Utilities

UTILITIES

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

All tenants are responsible for turning the electric and gas on in their name before moving into any apartment. Ameren UE supplies electric services 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. When you call, you will need your social security number, the address you are moving to, and a telephone number. 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. When lease papers are signed, a confirmation number and/or account number for your utilities are required.

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
\$409	\$409	\$409	\$355	\$417	\$495



Services and Amenities

COMMUNITY ROOM

The Community room is a perfect place for residents to rent for club or church group meetings, birthdays, holiday parties, and family dinners. There is a bigger room with a kitchenette (approx. size: 800 sq ft) and a smaller room with a piano (Approx size 400 sq ft). A kitchen in the middle of these two areas, approximately 60 sq ft, features a stove and refrigerator, cupboards, and plentiful counter space. Perfect for your next meeting! **Call ahead so we can get your event on our calendar.**

DINING

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 and \$6.75 for those aged 59 and under. Medicaid may cover the cost of home-delivered meals in some cases. To determine 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.

For more information on the Brookfield Senior Center/Linn County Council of Aging, Inc.: <https://brookfieldcity.com/residents/senior-center/>

LAUNDRY

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 do not include dryer setups. 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. We kindly remind you that animals are not allowed in the laundry or community building, respecting the needs of all residents.

PARKING

Tenants with cars are assigned a parking space with their apartment number on the parking bumper. Unfortunately, we do not have enough parking spaces for each apartment. If you have more than one vehicle, unless there are vacant spaces in your parking area, you will need to park one along the street or in our (35-space) visitor parking lot. Guests should park along the curb or in the visitor parking area and be careful not to block the mailboxes at Fessler Vista.

PHONE, INTERNET AND TELEVISION

Phone: A ready-to-use telephone jack is located in the living room and bedroom area of each apartment. We understand the financial challenges some of our residents may face, which is why we offer potential cost reductions for low-income and handicapped individuals, including a reduction of installation fees and monthly rates.

Internet: Each apartment is set up for fiber internet service through Chariton Valley. For installation details, contact their office at 800-769-8731.



Services and Amenities

Television: 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, whether cable, satellite, or internet, one of our maintenance staff must be present. See the last page of this document for Frequently used Phone Numbers & Links.

TRASH

Trash service runs every Wednesday of the month (on weeks with a holiday, it runs on Thursday). WCA Trash Collection provides a blue trash can at every complex, which is shared among the residents.

KITCHEN EQUIPMENT

Our apartments are furnished with electric ranges and frost-free refrigerators, new in 2023.

HEATING, COOLING & WATER HEATER

The furnace and hot water heater in each apartment are fueled by natural gas. All our units have central air-conditioning.

SMOKE DETECTOR

All apartments are equipped with a hard-wired smoke detector with a battery backup for the safety of our residents.

BATHROOMS

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.

WINDOWS

We have listed the measurements below for windows in our apartments. 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 required.

	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Living room	41" x 48"	77" x 48"	90" x 48"	77" x 48"	77" x 48"
Dining room	54" x 48"	54" x 48"	54" x 48"	52" x 48"	52" x 48"



Policies

- 1.** The following items are included in your rent: Range, refrigerator, curtain rods, window shades, routine maintenance, snow removal, pest control, trash pickup, trash container, and water/sewer.
- 2.** All tenants are responsible for turning the electric and gas on in their name before moving into any apartment. Ameren UE supplies electric services in Brookfield. They no longer have a local office, so arrangements for electric service will need to be made by telephone. Their number is 1-800-552-7583. When you call, you will need your social security number, the address you are moving to, and a telephone number. 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. The Housing Authority pays water and sewer charges. Your hot water will be turned up once we have received verification that electric and gas services have been transferred into your name. When lease papers are signed, a confirmation number and/or account number for your utilities are required.
- 3.** Our insurance does not cover your personal property inside your apartment. You must purchase your own personal property insurance if you desire to have any. If you want to buy "renter's insurance," please get in touch with your insurance agent to assist you. If you do not have an agent, any insurance agents in town would be willing to help you obtain the coverage you need.
- 4.** 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 closets all use the same key. Additional keys may be obtained by posting a \$5.00 per-key deposit. The deposit will be refunded when you move out and return the keys. Mailboxes at Fessler Vista are on two pedestals along High Street. They are locking boxes that require a key to unlock. The #1 space on each bank of boxes is for outgoing mail. A key will be left in your mailbox if you receive a package by parcel post. 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, please call the Post office at 660-258-7044 and request a form to have mail delivery service 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.
- 5.** 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 it up.
- 6.** 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.
- 7.** 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.
- 8.** 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.



Policies

9. 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 need 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 area and be careful not to block the mailboxes at Fessler Vista.
10. **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 AND CHEWING TOBACCO. A COPY OF THE POLICY IS AVAILABLE IN THE OFFICE.
11. We ask that our tenants not hang 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 happily hang them for you. Just call the office to set up an appointment.
12. 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 at the tenant's request. Tilling will be done as time and weather allow.
13. Swing sets are not allowed. Fairview Heights Park, which has playground equipment, is within easy walking distance of Fessler Vista. Wading pools are permitted. However, they must be moved regularly so that 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 also be kept on the porch when not in use and picked up while lawn mowing is in progress.
14. Domestic pets no larger than 25 pounds are allowed at 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 is no damage to the unit and no balance is due at move-out). Dogs and cats 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.
15. 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.
16. 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 provided by any non-profit organization that can use your services. You must provide proof that you meet any of these exemptions which includes:
 - 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
 - Full-time student



Policies Continued

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

Frequently Used Numbers & Links

AT&T

320 North 10th Street Room 301
St. Joseph, MO 64501
Ph: 816-271-2459

AT&T Internet Service

<http://www.attinternetservice.com/>

Chariton Valley Wireless Phone & Internet Services

Nearest Offices:

1213 E. Briggs Drive, Macon, MO 63552 Phone: 660-395-9000

302 N. Weber Ave, Salisbury, MO 65281 Phone: 660-388-9930

<http://www.cvalley.net>

24/7 Internet help desk: 888-284-9930

After Hours Emergency Service: 660-395-9000 or 800-769-8731

Email: customercare@cvalley.net

FIBER: <https://www.cvalley.net/fiber/>

Ask about the Affordable Connectivity Program - an FCC program that helps connect families and households struggling to afford internet service (<https://www.cvalley.net/acp/>).

Suddenlink Communications

Nearest Retail Store:

1005 Main Street

Trenton, MO 64683

www.suddenlink.com

Ph: 1-888-822-5151