

# RENTAL PAYMENT

- **WHEN IS RENT DUE?**

Rent is always due on the first day of every month. All residents have until the fifth day of each month to pay rent before being counted as late. If the first day of the month happens to fall on a weekend or a holiday, we will begin collecting rent on the following business day.

- **WHAT IF MY RENT WILL BE LATE?**

If you cannot pay your rent by the fifth day of the month, you **MUST** come to the office no later than the fifth and sign a Rent Arrangement to pay at a later date. This will prevent you from being counted as late. However, residents who sign a Rent Arrangement and fail to pay by the date they agreed to pay by will result in being counted as late. Residents are only allowed to be late twice per fiscal year. Our fiscal year is April 1st – March 31st of the next year. The third time a resident is late paying rent within the fiscal year it is an automatic eviction that will **NOT** be reversed!

There is a \$25.00 late charge that is applied to all unpaid rent on the tenth day of every month. Even if you have signed a Rent Arrangement, you will still be charged this late fee if you have not paid by the tenth.

- **WHERE AND HOW DO I PAY MY RENT?**

You may pay your rent by mail, in person or by using our drop-box conveniently located on the front of our building. Acceptable methods of payment include **Cash, Check, Money Order, Debit or Credit Cards.**

**No Rent can be collected after 4:00pm**

**After hours payments may be placed in our drop-box in the form of check or money order only, NO CASH!**

**The Housing Authority of the City of Poplar Bluff  
P.O. Box 1009 Poplar Bluff, MO 63902**

# HOUSEKEEPING

## WHAT IS GOOD HOUSEKEEPING?

It is required in the lease that all residents of Public Housing keep their apartments in a safe and sanitary condition. Failure to do so will result in eviction from the apartment. Keeping a clean home is very important! It helps your family stay healthy, prevents the infestation of unwanted household pests, and overall provides for a safer living environment.

The following is a list of responsibilities expected of you to maintain good housekeeping:

- Always clean grease and spilled food from your oven and stove top after cooking
- Keep your dishes and laundry washed and put away to avoid piling up
- Keep your floors, windows, countertops and cabinets clean
- Keep your refrigerator clean by regularly wiping the inside and outside with a damp cloth
- Scrub your bathtub and shower as needed to keep them clean
- Clean your toilet regularly
- Regularly dispose of your garbage
- Use a mild detergent when you are cleaning painted surfaces
- ALL windows must have curtains or shades covering them. NO ALUMINUM FOIL, SHEETS, OR BLANKETS MAY BE USED

## ROACHES AND BED BUGS

Recent research has found that roaches and their debris produce harmful allergens. These allergens can trigger asthma in some people especially children. You, are responsible for keeping your household clean and sanitary. Roaches are attracted to things like clutter, food and garbage. Please do your part in preventing roach infestation and maintain good housekeeping.

Bed bugs are tiny nocturnal bugs that feed on blood. Most often they are found in the seams of mattresses, box springs, sheets or wherever people sleep or sit for long periods of time. Bed bugs do not transmit diseases to people, they may trigger asthma, they cannot fly or jump but are able to run fast. Bed bugs can be transported in personal belongings, they are often found on thrown-out furniture and can travel throughout a building. Bed bugs can be difficult to control but are able to be eliminated and prevented!

**If you notice roaches or bed bugs at any time, call the  
Housing Authority Maintenance Department at 573-785-2623**

## HOW TO CARE FOR YOUR APPLIANCES

It is important that you care for your apartment and its appliances. Should anything need to be replaced or repaired due to neglect or damages, it will be done so at your expense! Here are a few things you should do to care for your appliances:

- Your refrigerator should be frost free and not need defrosting. However, if it does need to be defrosted at any time, be careful to not damage it with knives or other tools. Do not use electric defrosters. Contact the Maintenance Department for questions on how to properly care for your refrigerator
- Your oven, stove and range hood should be cleaned weekly. Your stove will be easier to clean if kept clean.
- Clean your bathroom regularly. Do not flush sanitary napkins, tampons or diapers down the toilet.

# **YARD CARE**

## **WHEN IS TRASH PICKED UP?**

Trash is picked up every Thursday. Trash bags are to be placed in the trash can assigned to you and make sure the lid is securely in place and set out at the curb for pickup. Cans are to be returned to the back of the unit after trash pickup. If your trash is not set out and a Maintenance worker has to haul it or move your trash can to the back of your unit, you will be charged!

## **THE TENANT'S RESPONSIBILITY OF THEIR YARD**

Each tenant is responsible for keeping the yard area assigned to them in good condition. This means that yard areas should be kept free of debris, clutter, toys and garbage. If something is brought into your yard by the wind or an animal, you are still responsible to pick it up. If maintenance has to pick up any items from your lawn, you will be charged accordingly regardless of the circumstances.

## **WHEN ARE YARDS MOWED?**

The Housing Authority is responsible for mowing all HAPB properties. The mowing schedule is as follows:

Monday: Bartlett Street

Tuesday: North C, D and G streets, Cleveland Ave. and South 11<sup>th</sup> Street

Wednesday: Karen West, West Midland and South Broadway

Thursday: Iowa Ave., Kentucky Ave., Indiana Ave., Illinois Ave., Arkansas Ave., Division Street, East Midland and Tennessee Ave.

Friday: North Second Street, Main Street, Roxie Drive, Bradley Street, Apple Street, Harper Street and Sanders Ave.

# SENIOR HOUSING



## WHERE IS SENIOR HOUSING LOCATED?

- Wilson Apartments
- Twin Towers
- Hillcrest Apartments

## “TOWN TATTLER”

We print a newsletter every month called the “Town Tattler” to outline the activities available. There are many different activities happening all year long. Active resident seniors walk twice a week at the coliseum, exercise equipment is available 24 hours a day, pool tables, assortment of puzzles and computers available to play games on.

## WHAT ARE SOME SERVICES THAT ARE OFFERED?

Large assembly room in the Twin Towers for fellowship  
Libraries to check out books, buy stamps, make change for residents, low vision machine available for partially sighted, audible books on tape or CD.  
Large Screen TV Room  
Pool Table  
Exercise equipment

## MORE SERVICES OFFERED

The Independent Living Center sponsors exercise classes for people with arthritis all year round. The University of Missouri sponsors a diabetic cooking class in March with free recipes. Meetings are held monthly in the Altrusa, Snider and Toellner rooms.

# MAINTENANCE

## **NEED A REPAIR**

Anytime repairs are needed don't hesitate to call the Maintenance Department and request a maintenance work order. The Maintenance Department telephone number is 573-785-2623. There is always an available maintenance worker on call after hours.

## **HOW TO CARE FOR YOUR FURNACE**

All residents in our family units are responsible for cleaning their own furnace filters. The filter must be cleaned once per month to keep it operating properly. If your furnace requires maintenance work due to a dirty filter, you will be charged for the repair. If you have any questions about how to care for your furnace please call the Maintenance Department for help.

## **WHAT IF YOU SMELL GAS**

Open the windows immediately! Check your stove to see that the pilot light has not gone out and that all valves are shut off. Do NOT strike a match until the smell of gas has entirely disappeared. Call the Maintenance Department if you continue smelling gas!

## **LOCKED OUT?**

If you get locked out during normal business hours, you may borrow a key from the office at no charge as long as it is returned within 24 hours. If you get locked out after normal business hours, you may call the emergency maintenance number 573-785-2623 and a staff member will let you inside your apartment at a minimum charge of \$35.00. If you lose your key and need a replacement you may come to the office and get a new one, you will then receive a bill for the new key charge.

## **OTHER CONCERNS**

As much as we admire the urge to change and improve, we cannot allow our residents to paint, attach decals, wallpaper or make any other permanent alterations to their apartments. These things are very costly to fix once a resident has moved out. If repairs have to be made due to such alterations, the resident will be charge accordingly. You may place carpet in your apartment if you wish as long as it is not rubber back, adhesive or tack board. Only Jute back is permitted.

# REPORTING INCOME

## WHAT IS COUNTED AS INCOME?

Because your rent is based on your household's monthly income, it is very important that you report any and ALL income changes promptly and accurately. Examples of income may be:

- Wages
- TANF
- Social Security / SSI
- Pension
- Child Support
- Alimony
- Contribution from family or friends

Please report ALL income changes immediately! If you have income that you do not report, you will be subject to paying back rent. Likewise, if you lose income but do not report it, we cannot reduce your rent. You **MUST** call your leasing specialist to schedule an appointment to come into the office with any changes.

## HOW IS RENT FIGURED?

Your monthly rent is based on the highest of the following:

- 30 percent of monthly adjusted income
- 10 percent of gross monthly income

**We have a minimum rent amount of \$50.00**

## WHAT TO DO IF YOU HAVE A HOUSEHOLD CHANGE

If you have any changes in your household such as adding a new baby or adding or removing a family member, you will need to contact your leasing specialist with this information. If an adult member of your household decides to move out of the apartment, he/she **MUST** come into the office and remove themselves from the lease. This may affect your monthly rent.

## WHEN TO REPORT A CHANGE IN YOUR INCOME

If you start receiving income such as going to work, you will need to bring in your first and second paystub. If you start receiving other income such as TANF, SS or unemployment, you will need to bring in your letter as soon as you get it showing the amount you will be receiving. If you lose income you will need to report it immediately. You must call your leasing specialist to schedule an appointment to come into the office with proof.

**If your income changes at all for any reason, call your leasing specialist to see what you need.**

## IS INCOME VERIFIED?

ALL income must be verified. You must have proof of all income you receive. We have access to the EIV system through HUD. If you have questions about what you need for verification, please contact your leasing specialist prior to your appointment.

# LEASE VIOLATIONS

## **ONE STRIKE!**

The Housing Authority of Poplar Bluff has a “One Strike” policy when it comes to illegal drug use or alcohol abuse. If a resident is caught with illegal drugs whether it is on HAPB property or not, an eviction will be issued. The same is true for alcohol abuse that adversely affects other tenants.

**“One Strike” evictions are not reversible under any circumstances!**

## **WHAT IF YOU GET AN EVICTION LETTER?**

When you lease an apartment with the Housing Authority, you are given a copy of the dwelling lease. The lease contains all of the HAPB rules and regulations. It is VERY IMPORTANT that you read and understand your lease! Please keep it in a safe and convenient location so that you may refer to it if you happen to have any questions or concerns about living in Public Housing.

Examples of evictions that a resident could receive:

- Non-payment of rent
- Violation of the Rent Collection Policy
- Failure to pay maintenance charges
- Failure to come into the office for scheduled appointments
- Neighbor Disturbance
- Criminal Activity
- Drugs
- Alcohol abuse that affects other residents
- Failure to provide requested information
- Lapse in Utility/Gas services
- Unauthorized people
- Violation of the Pet Policy
- Violation of the No Smoking Policy

# **SENIOR CITIZEN ACTIVITIES**

## **HEALTH FAIR**

The last Monday in September we sponsor a Health Fair for seniors. We invite health groups of all kinds. Free tests include: glaucoma, bone density, blood pressure, blood sugar, cholesterol, grip strength, weight, oxygen levels and many more. There are booths setup to advise you and hand out prizes!

## **OTHER ACTIVITIES AND SERVICES PROVIDED BY LOCAL GROUPS**

Lake View Home Care gives free blood pressure and blood sugar testing at the Twin Towers, Hillcrest & Wilson Apartments every month.

BINGO every Monday and Thursday Mornings at Twin Towers

BINGO on Wednesday Afternoons at Twin Towers

RSVP/AARP Tax Clinic – Every Tuesday and Thursday 8:00am – 11:00am  
February – April

Grace Foot Care available the 1st Tuesday and Wednesday of each month by appointment only. You must contact the RSVP office to schedule an appointment 573-686-8624.

Make sure you have an address change if you need one in order to vote!



# **NEIGHBORHOOD SAFETY**

## **KNOW YOUR NEIGHBORS**

Getting to know your neighbors is an important factor in protecting yourself against crime. When you are aware of your surroundings you are less likely to become a crime victim.

You can help provide a safe and secure neighborhood to live in by pulling together and looking out for each other. Don't hesitate to call the Police Department if you see suspicious activities going on in your neighborhood.

If you know of any drug related criminal activity happening in your neighborhood, please report it to the Confidential Narcotics Information Hotline 573-686-8675.

## **HOUSING POLICY**

Criminal gang members and drug dealers destroy the lives of decent tenants. The rule for residents who commit crime and peddle drugs is –

**ONE STRIKE AND YOU'RE OUT!**

## **COMMUNITY POLICING**

Poplar Bluff Police Officers are on duty and available to patrol the Housing Authority Developments 24 hours a day, 7 days a week. If there is a problem in your neighborhood, you should call the Police Department at 573-785-5776 and ask to speak with or have the Housing Officer contact you. As always, if you encounter an emergency dial 911.

# **IMPORTANT REMINDERS**

## **INCOME DISREGARD**

To all residents who qualify for Income Disregard: Should you have any changes in your income it is still your responsibility to promptly report these changes to the HAPB. Failure to do so could result in an eviction being issued.

## **WHAT IS ENTERPRISE INCOME VERIFICATION?**

The Housing Authority of the City of Poplar Bluff uses a program through the Department of Housing and Urban Development called “Enterprise Income Verification” or EIV. This program is to verify income in any resident’s household from wages, Social Security, Supplemental Security Income, etc. Although the HAPB has access to this information it is still your responsibility to provide verification of any income changes immediately.

## **RECERTIFICATION**

Once per year you are required to come into the office for your yearly redetermination of rent. This is when your lease is renewed. The HAPB will mail appointment letters to inform residents of the date and time of their recertification appointment. If you cannot make the scheduled time and date, kindly call and reschedule. When you come into the office for your recertification appointment, make sure and bring ALL verification of income sources with you including bank statements, and pharmacy printouts if applicable. All adults that are 18 years or older in the household MUST be present to recertify.

## **REPORTING INCOME CHANGE**

When you come into the office to do an income change, you MUST bring verification of every source of income with you or you WIL NOT be seen. Failure to promptly report income may result in back rent charges.

## **SOCIAL SECURITY INCREASES**

To all residents receiving social security: When you receive your letter in December informing you of your yearly raise in benefits, please bring it to the office so that copies can be made for you file.

## **COMMUNITY SERVICE**

The Department of Housing and Urban Development requires that all residents of Public Housing who are 18 years or older and working less than 30 hours a week, must complete 8 hours of community service per month. Please contact the HAPB office at 573-785-8265 for questions regarding community service.