



**Kansas City, Kansas  
Housing Authority**

1124 North Ninth Street  
Kansas City, KS 66101-2197  
(913) 281-3300 FAX (913) 279-3428

Letter sent to all public housing residents by USPS Mail notifying residents of changes to ACOP

July 1, 2016

\*First Name\* \*Last Name\*

\*Address\*

\*City\*, \*ST\* \*Zip\*

Dear Tenant:

On June 16, 2016, the Kansas City, Kansas Housing Authority (KCKHA) Board of Commissioners approved changes to the agency's *Admissions & Continued Occupancy Policy (ACOP)* which will affect the way your monthly payments are applied to your account balance owed to the KCKHA. This policy revision has been available for review and comment in KCKHA offices and on our website for the previous 30 days prior to the June 16 Board approval.

Effective August 1, 2016, in accordance with ACOP Chapter 8-I.G., payments received by the KCKHA will be applied to your total tenant balance due in the following order: 1) Security/pet deposit; 2) Maintenance and damage charges (*including utility chargebacks*); 3) Other charges including late fees and legal processing fees; 4) Amounts due under a formal repayment agreement; 5) Rent.

For any new charges posted to your account on or after August 1, the above payment application will apply, and you will need to immediately clear any new maintenance and other charges posted to your account. For charges that have been previously assessed prior to August 1 and still remain payable to the KCKHA, you will have ninety (90) days to either clear the total balance due or enter into an approved repayment agreement for the full remaining balance. After November 1, 2016, any payments received on any balances due will be applied in the order described above and in the ACOP.

If you are unable to make the full payment due (including rent, maintenance charges, late fees, and any other balances) shown on your monthly statement, you can, if eligible, request to enter into a repayment agreement in order to pay the balance down over a few months. However, the length of the repayment agreement will depend on the amount of maintenance charges you owe. No repayment agreements will be made for maintenance charges under \$50. For maintenance charges between \$51-\$150, repayment agreements will not exceed 3 months. For maintenance charges between \$151-\$4,999, the maximum period for a repayment agreement will be 6 months. And, multiple repayment agreements in successive months will not be permitted. Only one active maintenance repayment agreement will be allowed at one time.

**As a result of these policy changes, all tenants are required to schedule a meeting with their manager in order to sign a Lease Rider containing these recent ACOP changes. This rider must be signed no later than July 22, 2016. Failure to review and sign this lease rider by that date will constitute a lease violation and subject your household to legal action. Please comply with these instructions and meet with your manager ASAP!**

We understand this will be a significant change for KCKHA tenants to get used to. But, we must begin to hold our residents more accountable for all charges that are assessed and must collect these charges in a reasonable period of time. We appreciate your understanding and compliance with this new change in rent collection and payment application.

Sincerely,

Gregg Gibson  
Director of Finance

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