



## **PUBLIC HOUSING- COLONIAL MANOR**



### **APARTMENTS**

We are very pleased that you are considering making one of Colonial Manor's apartments your home. Colonial Manor is a 45 unit apartment complex located along the banks of the beautiful Lemonweir River and is nestled in a quiet residential neighborhood, known as Harmon Isle. The manor is part of the city's public housing and is managed by the City of Mauston Housing Authority, which consists of an Executive Director, Administrative Assistant, Maintenance Foreman, and other maintenance staff, that is on-site Monday- Friday from 8:00 a.m. till 4:30 p.m. The management staff is dedicated to serving your needs while you make Colonial Manor your home.

### **APARTMENT FEATURES**

The comfortable one bedroom apartments include numerous closets and a kitchen large enough to fit a small table. The range, refrigerator, and air conditioning are provided in each apartment. The bedrooms are generous in size and the bathrooms each have easy step in showers with extra hand bars for safety. The building features a secure entry and indoor mail delivery area. Tenants who drive have an assigned parking spot in the parking lot. The large community room and patio that overlook the Lemonweir River is available for private or building organized events. Small pets are welcome in the apartments. The building is a non-smoking building. The lease's are set for one year and then renew after that to a month-to-month.

### **ELIGIBILITY**

The manor has been designed for independent and enjoyable living, and is geared toward a population of elderly (62 years or older) and disabled. Eligibility is based on income guidelines below. The apartments being all one bedroom are available for a family status of one single individual to a maximum of two individuals.

Tenants whom are eligible cannot exceed the income limit for low income based on family size, per the chart below:

|                             | <b>1- PERSON</b> | <b>2- PERSON</b> |
|-----------------------------|------------------|------------------|
| <b>30% OF MEDIAN INCOME</b> | 12,850           | 15,930           |
| <b>VERY LOW INCOME</b>      | 21,350           | 24,400           |
| <b>LOW INCOME</b>           | 34,200           | 39,050           |

### **HOW RENT IS CALCULATED**

Rent is based on 30% of the household's adjusted monthly income.

Household income includes the total of Social Security, SSI, SSD, income from assets, or any other source for all family members.

Deductions from gross income are made for allowable medical expenses. This includes supplemental insurances, prescriptions, and doctor or dentist bills. Even over the counter items are deductible if your doctor recommends you use them.

The rent includes water, sewer, heat, electric, garbage, laundry, and cable television. The Housing Authority takes care of maintenance, grounds, and snow removal.

Since each tenant's rent is a unique calculation based on his/her income and medical expenses, we would be happy to calculate a rent estimate for you.

### **PROCESSING STEPS**

- 1.) Applicants can either stop by the office, have an application sent to them, or print one off from this website.
- 2.) Bring the application into the housing authority office, along with copies of birth certificates and social security cards.
- 3.) The housing authority will do a background check and if it comes out ok, the applicants name will then be put on a waiting list (while on the waiting list, applicants need to notify the housing authority of any address changes).
- 4.) When the applicants name nears the top of the waiting list and a unit is available, the housing authority will set up an appointment with applicant to go through the home and do a short briefing.
- 5.) After the interview and tour, the housing authority will set-up another appointment for the prospective tenant to come in and fill out the appropriate paperwork for tenancy at Colonial Manor.

\* Please note that the Colonial Manor building has a \$400.00 security deposit, that tenants are required to pay. As well as a \$300.00 pet deposit for tenants whom have a small pet.

Then if all goes ok, the applicant will be brought back in to sign a lease and fill-out the appropriate paperwork to move-in

### **AMMENTITES/ FEATURES**

- ✚ Free laundry facility on-site
- ✚ Two handicap accessible units
- ✚ Private off street parking
- ✚ Community room
- ✚ Large patio, that overlooks the back lawn and river
- ✚ Elevator
- ✚ Security camera monitoring
- ✚ Secured entrance
- ✚ On-site mailboxes
- ✚ On-site staff
- ✚ On-site maintenance staff

### TENANT SERVICES OFFERED

- ✚ Bingo every Thursday night
- ✚ Tenant potlucks every month
- ✚ Free tenant Easter and Thanksgiving dinner
- ✚ Residential Advisory Board
- ✚ Quarterly newsletter
- ✚ Friday cards and domino games in community room
- ✚ Saturday morning coffee social
- ✚ Fishing
- ✚ Biking
- ✚ Free exercise classes every Tuesday and Friday
- ✚ Tenant lockers
- ✚ Professional building and ground maintenance
- ✚ Free cable television
- ✚ Free laundry machine usage
- ✚ Other seasonal entertainment and activities

### TRANSPORTATION

- ✚ Abbey Van
- ✚ Juneau County Bus Service
- ✚ Mauston City Cab

### PROGRAMS

- ✚ Aging and Disability Resource Center
- ✚ Juneau County Human Services
- ✚ Workforce Connection
- ✚ Community Action
- ✚ Helping Hands

### HOME HEALTH CARE

- ✚ REM Home Assistance
- ✚ Private local individuals

### MEAL ASSISTANCE

- ✚ Meals On Wheels
- ✚ Private local individuals

### APPLICATION

Tenants are selected by date of application with preference given to low income applicants. If you would like an application, please contact us by phone, e-mail or in person at our office, or print off an application from this site. We look forward to hearing from you.



#### **INFORMAL HEARING PROCEDURES**

If an applicant or tenant disagrees with an action or decision by the housing authority the applicant or tenant has 10- days to put into writing the reason for the disagreement and submit it to the housing authority office.