

How To Apply

Apply online at:
phelpscsco.housingmanager.com

You may print the application from our website at
<https://www.meramecregion.org/phelps-county-pha> or pick up an application at the MRPC office.

Paper applications will be received by U.S. Mail or dropped in the PHA drop box outside the south entrance at the MRPC office at #4 Industrial Drive, St. James, MO 65559. If the application is incomplete, it will be mailed back to the applicant to complete and return. Applications will be placed on the waiting list, by the date the completed application is submitted. All adult household members must sign where indicated.

If you currently have a Housing Choice Voucher and are interested in using it for Homeownership, you need to contact your housing coordinator for an application.

Directions:

From I-44 - Take exit #195 at St. James and go south on Hwy 68. Turn left on Rt. KK. Go 7/10th of a mile. Turn left on Springfield Road. Turn right on Industrial Dr.

From the south - Take Hwy 68 to St. James, after crossing the railroad tracks, turn right at the stoplight onto Rt. KK. Go 7/10th of a mile. Turn left on Springfield Road. Turn right on Industrial Dr.

The PHA is located at 4 Industrial Drive in the Meramec Regional Planning Commission building, the fourth building on the right. Please use the south entrance.



Equal Opportunity Housing Agency

The Phelps County Public Housing Agency is an Equal Opportunity Housing Agency serving Crawford, Dent, Gasconade, Maries, Phelps and Washington Counties, with the exception of the City of Rolla, which has its own housing authority.



Fair Housing Hotline

1-800-669-9777

Reasonable Accommodation

If you or anyone in your family is a person with disabilities who requires a specific accommodation to fully utilize our programs and services, please contact Donald Keeney at 573-265-4200.

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573-265-4200
Fax 573-265-3550

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04/29/2025

Phelps County Public Housing Agency

Housing Choice Voucher Homeownership Program (HOS)



You Can Own Your Own Home with your Voucher!

It is possible to own your own home!



The Phelps County Public Housing Agency (PHA) administers the Housing Choice Voucher Homeownership program for very-low income families in Crawford, Dent, Gasconade, Mar-

ies, Phelps and Washington Counties (except inside the Rolla city limits).

Instead of using Voucher subsidy to help families with rent, the homeownership program allows first-time homeowners to use voucher subsidy to meet monthly homeownership expenses.

The family is responsible for all homeownership expenses not covered by the Housing Assistance Payment. If homeownership expenses exceed the eligible amount of the PHA payment, the family pays the difference out-of-pocket.



Eligibility Requirements

- You must be a first-time homeowner or not have owned or had ownership interest in a home in the past three years.
- Minimum income requirements. The qualified monthly income of the family who will own the home must not be less than the federal minimum hourly wage multiplied by 2,000 hours, except in the case of an elderly or a family with a disabled person.
- Employment requirement. Except in the case of elderly or families with a disabled person, one or more adults in the family who will own the home must be currently employed on a full-time basis and has been continuously employed on a full-time basis for at least one year before commencement of homeownership assistance.
- Homeownership counseling. The family must attend and satisfactory complete homeownership counseling.
- Must be approved for subsidy assistance by the Phelps County PHA.

Home Requirements

- The home must be an existing home or one that is currently under construction.
- Only a single unit property or single dwelling unit in a condo are eligible under the program.
- The home must pass an initial Housing Quality Standards (HQS) inspection conducted by the PHA and an independent home inspection, paid for and selected by the homeowner, before the PHA may approve the purchase by the family.

Financing

- The family is responsible for securing its own financing. The financing must be insured or guaranteed by the state or federal government. Balloon payment mortgages and variable interest rate loans will be prohibited.
- Voucher funds may not be used to assist with financing cost (down payment, closing cost, etc.)
- Maximum term of assistance—15 years, if the mortgage has a term of 20 years or longer; 10 years in all other cases. The time limit does not apply to elderly or disabled households.



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