



**Bridges Rental Assistance Program  
Certificate of Participation  
Statement of Participant Obligations**

**Instructions:** The local Housing Agency completes the **Certificate Information** section. Then, both the local Housing Agency and the participant read through **Next Steps** and **Participant Obligations** and sign and date the acknowledgement.

<b>Certificate Information</b>			
Participant Name:			
Housing Agency:			
Eligible Unit Size:	bedrooms	Eligible Service Area:	
Local Payment Standard:	\$	Maximum Allowable Rent:	\$
Participant Rent Cost:	\$	Rent Cost at the Maximum Allowable Rent:	\$
Certificate Start Date:		Date Certificate Expires:	

The Minnesota Legislature authorized funds for Minnesota Housing to operate the Bridges Rental Assistance Program. This certificate is expressly conditioned on adequate ongoing funding being made available by the Minnesota Legislature. Absent sufficient funding, neither Minnesota Housing, nor the local Housing Authority, has any obligation to provide ongoing rental assistance. Participation in the Bridges program will not give the participant priority status on the Section 8 program waiting list. **NOTE:** This document is **not** a Section 8 Housing Choice Voucher Certificate.

The above participant is eligible for the Bridges program and has been issued this Certificate of Participation.

**Next Steps**

1. To receive the housing subsidy, the participant must locate an eligible rental unit containing no more than the number of bedrooms listed under the **Eligible Unit Size** and renting for no more than the amount listed under the **Maximum Allowable Rent** or **Local Payment Standard**. The rental unit must be located within the geographic service area of the Housing Agency, which is the eligible service area. **This certificate is not portable and can only be used within the eligible service area of the Housing Agency.**
2. When the participant finds a rental unit and the owner is willing to participate in the Bridges program, both parties must complete the **Request for Lease Approval** form and provide a copy of the unsigned lease to the Housing Agency for review and approval prior to the date this certificate expires. If you need additional time, contact the local Housing Agency to ask if it's possible to get an extension of this certificate.
3. The rental unit must meet basic guidelines for safe and sanitary conditions using HUD's Housing Quality Standards. The local Housing Agency will inspect the unit to determine whether it meets these standards. If the unit does not meet them, the local Housing Agency will contact the owner and request the necessary repairs. No payment of rent will be made by the local Housing Agency until the unit has passed inspection.

4. After the unit passes inspection, the owner and the participant sign the lease agreement and lease addendum. The local Housing Agency will prepare and enter into a contract with the owner that outlines payment terms and owner requirements.
5. The participant must pay the landlord the amount designated as **Participant Rent Cost**. The participant is responsible for any other expenses required to rent a unit, such as utilities. In cases where the unit cost is over the local payment standard but below the maximum allowable rent, the participant will pay up to the Rent Cost at the Maximum Allowable Rent.
6. The local Housing Agency will issue monthly housing subsidy payments to a landlord on behalf of the eligible participant.
7. This certificate does not obligate the local Housing Agency to approve any unit or lease for any participant, owner or other party. This certificate also does not give a participant an automatic right to participate in the Bridges program. Participation and a commitment to provide subsidy are only finalized if all of the following are met:
  - a. A participant locates an eligible dwelling unit
  - b. The owner signs a Bridges Contract with the local Housing Agency
  - c. The unit is rented under an acceptable lease
8. If a household believes it has been discriminated against because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, family status or sexual orientation, a complaint can be filed with the Minnesota Department of Human Rights at 651.539.1100 or 1.800.657.3704.

<b>Participant Obligations</b>
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The participant must:

- Provide updated income and other information to determine continued eligibility for participation in the Bridges program
- Notify the local Housing Agency of any changes in the number of adults in the household
- Allow the local Housing Agency to inspect the dwelling unit at reasonable times and after reasonable notice
- Not sublease the unit or provide accommodations to people not listed on the lease
- Notify the Housing Agency at least 30 days before vacating the unit
- Pay the approved amount of rent to the owner
- Follow the terms of the lease and the conditions of the Bridges program, including but not limited to:
  - Giving the owner the notice required in the lease if participant intends to move
  - Maintaining the unit to keep it in good condition
  - Notifying the landlord of any issues needing repair

By signing below, I accept this Certificate of Participation in the Bridges Rental Assistance Program and acknowledge that I understand the obligations of participation.

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Participant Signature	Date
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Signature of Housing Agency Representative	Date
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