

# 2012



## Application for **MN Low-income Rental Classification (LIRC)**

This application must be postmarked by **no later than Saturday, March 31, 2012** or it will not be accepted for pay 2013 tax rate reduction. Please review **Eligibility** criteria (over) to ensure the property being enrolled qualifies for this tax classification.

**\*\*NOTE:** This application is for **NEW** applicants only. Use the 2012 Reapplication for LIRC re-enrollment.

*Please print clearly.*

### Property and owner information

Owner federal tax ID #	Ownership Entity Name or name of property owner (first, middle, last)				
Owner's mailing address (RFD, street address or PO box)	City	State	Zip Code		
Name of eligible property (project)					
Primary address of eligible property (RFD, street address)	City	<b>MN</b>	Zip Code	County	
Contact name (First, Last, MI)	Daytime phone	Alternate phone	Mobile phone	Fax	E-mail

### County PINS

List the county parcel ID numbers (PINS/PIDS) and associated parcel addresses that collectively identify the primary address above. If there are more than four PINS/PIDS, list any additional PINS/PIDS and addresses on a separate sheet and attach it to this application.

PIN	Address	City	<b>MN</b>	Zip Code
PIN	Address	City	<b>MN</b>	Zip Code
PIN	Address	City	<b>MN</b>	Zip Code
PIN	Address	City	<b>MN</b>	Zip Code

### Number of qualifying units

enter number of **units** financed under each program listed below. The sum of boxes 1 - 4 must match total number of **qualified units** entered on line 1 below

<b>1. Project-based Section 8 units</b>	1.	<b>2. Housing Tax Credit – Section 42 units</b>	2.
<b>3. Rural Housing Service – Rental Assistance units</b>	3.	<b>4a. Units financed by federal, state, or local governments and subject to 60% or less of AMI rent and income limits</b>	4.
		<b>4b. Specify financing program(s)</b>	

### Units

1. Qualified units - Sum of units indicated in boxes 1 - 4 above	1	
2. Total of all rental units in property	2	
3. Total annual fee (multiply line 1 by \$10 and enter the result – <b>maximum \$150</b> ) <b>Include a check for this amount</b>	3	\$

### Owner certification and signature

**Owner's commitment:** I certify that this property meets the statutory requirement that at least 20% of total property units participate in one or more of the financing programs listed in "Number of qualifying units" above. I declare this information is correct and complete to the best of my knowledge and belief.

Signature of property owner	Date
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## General Information:

**Reapplication:** This application is for **new applicants only**.

Use the Reapplication for re-enrollment.

**Eligibility** – Minnesota rental properties financed by federal or state governments in which at least 20% of total units meet any of the following requirements:

1. *Project-based Section 8* housing assistance units,
2. Rent & income restricted *Housing Tax Credit* units,
3. Rural Housing Service *Rental Assistance* units,
4. Units financed by federal, state or local governments, which are subject to *60% or less of AMI rent & income limits and evidenced by a recorded document*.

**Application deadline for 2012** – Applications and remittances must be postmarked *by no later than March 31, 2012*.

**How will I know if my application was accepted?** – MHFA will notify applicants of the status of applications once they are processed.

**How soon does the benefit take effect?** – Approved and certified properties will see the tax rate reduction on their tax bill payable in 2013.

**Owner's responsibility** – Apply annually for this benefit, then continue to comply with all requirements of applicable, eligible programs listed above.

**Change of ownership or mailing address** – Property owners are responsible to notify MHFA of any ownership or mailing address changes. MHFA is not responsible for misdirected mail.

## Definitions:

**Account number** – *Unique identifier* assigned to each application when received at MHFA. Record & refer to the account number in future correspondence and inquiries. You will receive this number from MHFA at a later date.

**Area Median Income (AMI)**- Established by HUD and published annually around mid-February; serves as the basis for rent and income limits in several low-income housing programs.

**Assessment date** – January 2 of each year. The date property value is set for taxes payable the following calendar year.

**Housing Tax Credit Program** – an indirect federal subsidy of qualified low-income housing available under section 42(g) of the Internal Revenue Code of 1986, as amended and administered by the Dept. of the Treasury.

**PIN or PID** – county *Parcel Identification Number* found on the property tax statement. Also referred to as *parcel code* or *parcel number*.

**Qualifying percentage** – percentage of total property units which qualify under one or more of the eligible programs/criteria listed above in Eligibility. **At least 20% of the total units in the property** must meet one or more of eligibility criteria to qualify for LIRC.

**Qualifying unit** - unit which qualifies under one or more of the eligible programs/criteria listed above in Eligibility.

**Project based** – refers to rental assistance that is provided for a specific property and cannot be transferred to another property.

**RHS** – *Rural Housing Service* of U. S. Department of Agriculture

**RHS/RA** – Rural Housing Service *Rental Assistance*

**Rental assistance** – *direct rent subsidy* administered by any of several low-income housing programs.

**Section 8** – Rental assistance program under section 8 of the United States Housing Act of 1937, as amended (tenant-based Section 8 vouchers **do not** qualify for LIRC).

## Application instructions:

**General:** Completely fill out the application.

Incomplete information in any area could result in rejection of the application.

**Property and owner information:** Complete all fields. If eligible property has no Name, enter "None."

**County PINS:** Enter the PIN/PID & *parcel* address exactly as shown on your property tax statement. Accuracy of this information is critical.

**Number of qualifying units:** **1)** In each program field, enter the *number* of eligible units subject to rent and income restrictions as reflected in the applicable contract or restrictive covenant. **2) If qualifying units fall into category #4, specify in #4b the applicable federal or state program(s).** **3)** Enter the total number of qualifying units from each program field.

**Units:** **1)** Enter the sum of qualifying units from boxes 1 – 4. **2)** Enter the total number of units in the property. **3)** Calculate the total annual fee - \$10 per qualified unit in line 1, but not more than the maximum fee of \$150.00.

**Owner certification and signature:** Sign and date the form to certify that at least 20% of total property units qualify for one or more of the eligible programs and to certify that the information provided is correct and complete.

**Mailing instructions:** **1)** Make a copy of the completed application for your records. **2)** Place completed, signed application in an envelope with a check for the full fee amount, **payable to MHFA**. **3)** Mail to: MHFA, Attn: LIRC, 400 Sibley St. #300, St. Paul, MN 55101. Late submittals (postmarked after March 31, 2012) will be returned to the sender and will not be eligible for tax rate reduction for taxes payable in 2013.

## For further information:

[http://mnhousing.gov/housing/developers/MHFA\\_004851.aspx](http://mnhousing.gov/housing/developers/MHFA_004851.aspx)

Toll-free: 1.800.657.3647

Metro area: 651.296.9832

TTY: 651.297.2361 or call the Minnesota Relay Service at 1.800.627.3529

## Use of information:

Some of the information you provide on your application is private by state law. It cannot be given to others without your consent, except to the IRS, other states that guarantee the same privacy, and certain governmental units as provided by law.