



# Section II: Completing the Rent Table and Rent Matrix



# Completing the Rent Table: Columns A through I

Property Information													
Sample Apartments													
D2023													
2024 <-Enter in cell I4 on the Actual sheet.													
Budget City													
<input checked="" type="radio"/> Use Rent Table to calculate GPR <input type="radio"/> Use manual GPR entry on line 68													

  

Annual Budget - Schedule A Rent Table													
Budget uses rent from Rent Table.													

  

Size	# of Rooms
Beds	2.0
Eff	2.5
One Bedroom	3.5
Two Bedroom	4.5
Three Bedroom	6.0
Four Bedroom	7.0

  

Rent -- Income Limits	Most Restrictive Bedrooms Gross Style	# of Rooms	# of Units	Square Feet	Total Sq. Ft	Total Rooms	Current Rent	Utility All.	Gross Rent	Total Contract	Proposed New Rent	Proposed Gross Rent	% of Inc
Section 8	\$981 2 Bedroom HC	4.5	1	800	800	4.5	\$868	\$113	\$981	\$868	\$868	\$981	
Section 8	\$1,011 2 bedroom	4.5	12	850	10,200	54	\$883	\$128	\$1,011	\$10,596	\$883	\$1,011	
Section 8	\$1,105 3 bedroom	6.0	7	950	6,650	42	\$956	\$149	\$1,105	\$6,692	\$956	\$1,105	
Program Type (Rental %)	\$0 Type 4	0.0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	
Program Type (Rental %)	\$0 Type 5	0.0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	
									\$0	\$0	\$0	\$0	

# Completing the Rent Table: Utility Allowance

I J K L M N O P Q R

Size	# of Rooms
Beds	2.0
Eff	2.5
One Bedroom	3.5
Two Bedroom	4.5
Three Bedroom	6.0
Four Bedroom	7.0

Current Rent	Utility All.	Gross Rent	Total Contract	Proposed New Rent	Proposed Gross Rent	% of Increase	Dollar Increase	Eff. Month	Rent Gap
\$725	\$59	\$784	\$2,175	\$753	\$812	3.86%	\$28		\$52.00
\$409	\$0	\$409	\$2,454	\$425	\$425	3.91%	\$16		\$70.00
\$725	\$59	\$784	\$8,700	\$753	\$812	3.86%	\$28		\$73.00
\$1,055	\$88	\$1,143	\$4,220	\$1,075	\$1,163	1.90%	\$20		\$110.00
\$1,142	\$161	\$1,303	\$7,994	\$1,142	\$1,303	0.00%	\$0		\$0.00
\$899	\$0	\$899	\$5,394	\$899	\$899	0.00%	\$0		\$0.00
\$956	\$0	\$956	\$5,736	\$956	\$956	0.00%	\$0		\$0.00
\$1,107	\$43	\$1,150	\$3,321	\$1,107	\$1,150	0.00%	\$0		\$600.00
\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0		\$0.00
		\$0	\$0		\$0	0.00%	\$0		\$0.00
		\$0	\$0		\$0	0.00%	\$0		\$0.00
		\$0	\$0		\$0	0.00%	\$0		\$0.00
\$39,994		\$7,428	\$39,994	\$40,590					

# Utility Allowance

- Must be submitted with your budget
- Circle applicable utility expense for each unit type
- Total all circled expenses
- Reference – [www.housinglink.org](http://www.housinglink.org)

MINNEAPOLIS PUBLIC HOUSING AUTHORITY  
2023



A = Multiple Dwelling (any building with 3 or more units)  
D/T = Townhouse, Duplex or Double Bungalow  
SF = Single Family Dwelling

To calculate the utility allowance chart simply, start with the Payment Standard amount and then subtract the amounts listed below for all the utilities which the participant (tenant) pays. This equals the Net Rent. If the Owner's proposed rent is greater than the Net Rent (payment standard minus the utilities), this unit may be considered NOT affordable for the Housing Choice Voucher Program. Be sure to use the proper column for the bedroom size and the proper unit type. The Range and Refrigerator amounts are for participant owned appliances, so do not add them if they are provided by the owner.

Utility/Appliance	0 Bedroom			1 Bedroom			2 Bedrooms			3 Bedrooms			4 Bedrooms			5 Bedrooms			6 Bedrooms		
	A	D/T	SF	A	D/T	SF	A	D/T	SF	A	D/T	SF	A	D/T	SF	A	D/T	SF	A	D/T	SF
HEATING - Gas	41	50	54	46	56	62	53	71	75	59	88	93	66	105	110	72	122	128	81	139	146
- Electric	31	44	73	36	52	86	49	68	101	63	85	116	76	101	131	89	117	146	103	135	168
COOKING - Gas	5			5			7			8			10			12			13		
- Electric	6			7			11			14			17			20			23		
OTHER ELECTRIC	34	41	44	45	55	60	56	69	76	67	83	92	78	98	107	89	112	123	100	126	139
WATER HEATER - Gas	10			11			16			21			25			30			34		
- Electric	21			25			32			39			45			52			60		
TRASH COLLECTION	20			20			20			20			20			20			20		
WATER & SEWER	25			48			53			89			93			109			125		
RANGE	4			4			4			4			4			4			4		
REFRIGERATOR	4			4			4			4			4			4			4		
Payment Standard	910			1105			1375			1835			2150			2450			2815		
Less (-) Total Allowances for this unit				88			116			144			216								
Equals (=) Net Rent																					

# Completing the Rent Table: Columns J through R

J      K      L      M      N      O      P      Q      R

Size	# of Rooms
Beds	2.0
Eff	2.5
One Bedroom	3.5
Two Bedroom	4.5
Three Bedroom	6.0
Four Bedroom	7.0

Utility All.	Gross Rent	Total Contract	Proposed New Rent	Proposed Gross Rent	% of Increase	Dollar Increase	Eff. Month	Rent Gap
\$59	\$784	\$2,175	\$753	\$812	3.86%	\$28		\$52.00
\$0	\$409	\$2,454	\$425	\$425	3.91%	\$16		\$70.00
\$59	\$784	\$8,700	\$753	\$812	3.86%	\$28		\$73.00
\$88	\$1,143	\$4,220	\$1,075	\$1,163	1.90%	\$20		\$110.00
\$161	\$1,303	\$7,994	\$1,142	\$1,303	0.00%	\$0		\$0.00
\$0	\$899	\$5,394	\$899	\$899	0.00%	\$0		\$0.00
\$0	\$956	\$5,736	\$956	\$956	0.00%	\$0		\$0.00
\$43	\$1,150	\$3,321	\$1,107	\$1,150	0.00%	\$0		\$600.00
\$0	\$0	\$0	\$0	\$0	0.00%	\$0		\$0.00
	\$0	\$0		\$0	0.00%	\$0		\$0.00
	\$0	\$0		\$0	0.00%	\$0		\$0.00
	\$0	\$0		\$0	0.00%	\$0		\$0.00
	\$7,428	\$39,994	\$40,590					

# Requesting a 2-Tiered Rent Increase

14	Rent -- Income Limits		Most Restrictive Bedrooms	# of Rooms	# of Units	Square Feet	Total Sq. Ft	Total Rooms	Current Rent	Utility All.	Gross Rent	Total Contract	Proposed New Rent	Proposed Gross Rent % of Ir
16	Section 8	\$981	2 Bedroom HC	4.5	1	800	800	4.5	\$868	\$113	\$981	\$868	\$868	\$981
17	Section 8	\$1,011	2 bedroom	4.5	12	850	10,200	54	\$883	\$128	\$1,011	\$10,596	\$883	\$1,011
18	Section 8	\$1,105	3 bedroom	6.0	7	950	6,650	42	\$956	\$149	\$1,105	\$6,692	\$956	\$1,105
19	Program Type (Rental %)	\$0	Type 4	0.0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0
20	Program Type (Rental %)	\$0	Type 5	0.0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0
21														
22														
23														
24														
25														
26														
27														
28														
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31														
32														
33														
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36														
37			Total		20		17,650	100.5	\$18,156		\$3,097	\$18,156	\$18,156	



# Completing the Rent Table: Program Type

14	Property Information	Annual Budget - Schedule A Rent Table	Size	# of Rooms														
15	Sample Apartments		Beds	2.0														
16	D2023		Eff	2.5														
17	2024		One Bedroom	3.5														
18	Budget City		Two Bedroom	4.5														
19			Three Bedroom	6.0														
20			Four Bedroom	7.0														
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14	Most Restrictive Bedrooms	# of Rooms	# of Units	Square Feet	Total Sq. Ft	Total Rooms	Current Rent	Utility All.	Gross Rent	Total Contract	Proposed New Rent	Proposed Gross Rent	% of Increase	Dollar Increase	Eff. Month	Rent Gap	
15	Section 8	\$981 2 Bedroom HC	4.5	1	800	800	4.5	\$868	\$113	\$981	\$868	\$868	\$981	0.00%	\$0	1.00	\$0.00
16	Section 8	\$1,011 2 bedroom	4.5	12	850	10,200	54	\$883	\$128	\$1,011	\$10,596	\$883	\$1,011	0.00%	\$0	1.00	\$0.00
17	Section 8	\$1,105 3 bedroom	6.0	7	950	6,650	42	\$956	\$149	\$1,105	\$6,692	\$956	\$1,105	0.00%	\$0	1.00	\$0.00
18	Program Type (Rental %)	\$0 Type 4	0.0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0		\$0.00
19	Program Type (Rental %)	\$0 Type 5	0.0	0	0	0	0	\$0	\$0	\$0	\$0	\$0	\$0	0.00%	\$0		\$0.00
20																	
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# Rent Matrix

Sample Apartments- D2023 - Budget City

Size the Rent Matrix

Unit Number	# of Bedrooms	Most Restrictive Type Code	Rent Subsidy	Current Rent	New Rent	% Change	Adj Month	January 2024	February 2024	March 2024	April 2024	May 2024
						#DIV/0!		0	0	0	0	0
						#DIV/0!		0	0	0	0	0
						#DIV/0!		0	0	0	0	0
						#DIV/0!		0	0	0	0	0
TOTAL												0

Size the Rent Matrix

Enter the number of units in the property. The minimum number lines for units is 4.

OK Cancel

4

Instructions | Explanations | RentTable | **RentMatrix** | CapEx | Budget | Budget Notes | Actual | Actual Notes | 258 A | 258 B | 258 C | 258 D

# Rent Matrix

Unit Number	# of Bedrooms	Most Restrictive Type Code	Rent Subsidy	Current Rent	New Rent	% Change	Adj Month	January 2024	February 2024	March 2024	April 2024	May 2024	December 2023	TOTAL	Type Code Other	Rent Subsidy Other
1	1	TC 30	HS	400	420	5.0	2	400	420	420	420	420	420	5020		
2	1	TC 50	TV	500	525	5.0	4	500	500	500	525	525	525	6225		
3	2	LTH/HPH	S811	600	635	5.8	3	600	600	635	635	635	635	7550		
4	3	MKT	Other	750	785	4.7	1	785	785	785	785	785	785	9420		MKT
<b>TOTAL</b>									2285	2305	2340	2365	2365	28215		

# Rent Matrix

Unit Number	# of Bedrooms	Most Restrictive Type Code	Rent Subsidy	Current Rent	New Rent	% Change	Adj Month	January 2024	February 2024	March 2024	April 2024	May 2024	December 2023	TOTAL	Type Code Other	Rent Subsidy Other
1	1	TC 30	HS	400	420	5.0	2	400	420	420	420	420	420	5020		
2	1	TC 50	TV	500	525	5.0	4	500	500	500	525	525	525	6225		
3	2	LTH/HPH	S811	600	635	5.8	3	600	600	635	635	635	635	7550		
4	3	MKT	Other	750	785	4.7	1	785	785	785	785	785	785	9420		MKT
TOTAL								2285	2305	2340	2365	2365	2365	28215		

# Rent Matrix

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Sample Apartments- D202 - Budget City												
2	Size the Rent Matrix												
4	Unit Number	# of Bedrooms	Most Restrictive Type Code	Rent Subsidy	Current Rent	New Rent	% Change	Adj Month	January 2024	February 2024	March 2024	April 2024	May 2024
5	1	1	TC 30	HS	400	420	5.0	2	400	420	420	420	420
6	2	1	TC 50	TV	500	525	5.0	4	500	500	500	525	525
7	3	2	LTH/HPH	S811	600	635	5.8	3	600	600	635	635	635
8	4	3	MKT	Other	750	785	4.7	1	785	785	785	785	785
9													
10	TOTAL								2285	2305	2340	2365	2365



# Requesting a Rent Increase

- Rent increase allowed **once** per year; typically, at budget time, but can be at any time
- **Request must be submitted in writing** and must be approved by the appropriate Minnesota Housing staff
- If proposed rent increase exceeds 5%, staff will evaluate marketability, affordability, current tenant population and reasonableness; may not be approved if increase results in potential displacement of tenants
- For Long-Term Homeless or High Priority Homeless units **without** a rent subsidy, refer to the document on the Asset Management webpage titled 'LTH Rent Policy for Unsubsidized Units'

# For More Information

## Contact your assigned Asset Manager

**Asset Management Team** 

Asset managers are responsible for the physical, financial and operational oversight of our affordable multifamily rental housing. They work with property owners, property managers, service providers and other funding partners.

**Multifamily Portfolio Manager**

**Eric Thiewes**  
[eric.thiewes@state.mn.us](mailto:eric.thiewes@state.mn.us)  
651.296.6527

<a href="mailto:brenda.beyer@state.mn.us">brenda.beyer@state.mn.us</a> 651.297.5137	<a href="mailto:shelley.bork@state.mn.us">shelley.bork@state.mn.us</a> 651.284.0259	<a href="mailto:earl.erlendsson@state.mn.us">earl.erlendsson@state.mn.us</a> 651.296.0754
<a href="mailto:taisa.griffith@state.mn.us">taisa.griffith@state.mn.us</a> 651.296.9823	<a href="mailto:zahra.hassan@state.mn.us">zahra.hassan@state.mn.us</a> 651.296.7611	<a href="mailto:lenee.hoffman@state.mn.us">lenee.hoffman@state.mn.us</a> 651.296.7684
<a href="mailto:lori.limoges-green@state.mn.us">lori.limoges-green@state.mn.us</a> 651.297.4294	<a href="mailto:matt.obrien@state.mn.us">matt.obrien@state.mn.us</a> 651.297.3540	<a href="mailto:caryn.polito@state.mn.us">caryn.polito@state.mn.us</a> 651.297.3123
<a href="mailto:tina.rogney@state.mn.us">tina.rogney@state.mn.us</a> 651.296.9831	<a href="mailto:jennifer.wille@state.mn.us">jennifer.wille@state.mn.us</a> 651.296.9821	