

Bring It Home Rental Assistance Voucher

Privacy Notice. The household and Minnesota Housing Finance Agency (MHFA) must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by MHFA under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the household under this agreement. The civil remedies of [Minn. Stat. 13.08](#) apply to the release of the data referred to in this clause by either the household or MHFA. If the household receives a request to release the data referred to in this Clause, the household must immediately notify MHFA. MHFA will give the household instructions concerning the release of the data to the requesting party before the data is released. The household's response to the request shall comply with applicable law.

Read entire document before completing and signing the form.		Voucher Number Identifier
1. Insert unit size in number of bedrooms		1. Unit Size
2. Insert actual date Voucher issued to the household		2. Voucher Issued Date
3. Insert date Voucher expires after the date issued.		3. Voucher Expiration Date
4. Insert date Voucher expires after the extension (if applicable)		4. Voucher Extension Expiration Date
5. Name of Head of Household	Signature of Head of Household	Date Signed
Name of Program Administrator (PA)		
Name and Title of PA Official	Signature of PA Official	Date Signed

1. Bring It Home Rental Assistance Program

- A. The program administrator (PA) has determined that the above-named household (item 5) is eligible to participate in the Bring It Home Rental Assistance program. Under this program, the family chooses a decent, safe and sanitary unit to live in. If the owner agrees to lease the unit to the family under the Bring It Home Rental Assistance program, and if the PA approves the unit, the PA will enter into a housing assistance payments (HAP) contract with the owner to make monthly payments to the owner to help the family pay the rent.
- B. The PA determines the amount of the monthly housing assistance payment to be paid to the owner. Generally, the monthly housing assistance payment by the PHA is the difference between the applicable payment standard and 30 percent of monthly adjusted family income. In determining the maximum initial housing assistance payment for the family, the PHA will use the payment standard in effect on the date the tenancy is approved by the PHA. The family may choose to rent a unit for more than the payment standard, but this choice does not change the amount of the PHA's assistance payment. The actual amount of the PA's assistance payment will be determined using the rent calculation standard of the PA.

2. Voucher

- A. When issuing this voucher, the PA expects that if the family finds an approvable unit, the PA will have the money available to enter a HAP contract with the owner. However, the PA is under no obligation to the

family, to any owner, or to any other person, to approve a tenancy. The PA does not have any liability to any party by the issuance of this voucher.

- B. The voucher does not give the household any right to participate in the PA's Bring It Home Rental Assistance program. The family becomes a participant in the PA's Bring It Home Rental Assistance program when the HAP contract between the PA and the owner takes effect.
- C. During the initial or any extended term of this voucher, the PA may require the family to report progress in leasing a unit at such intervals and times as determined by the PA.

3. PA Approval or Disapproval of Unit or Lease

- A. When the family finds a suitable unit where the owner is willing to participate in the program, the family must give the PA the request for tenancy approval (on the form supplied by the PA), signed by the owner and the family. **Note: The document must be given to the PA no later than the expiration date stated in item 3 or 4 on top of page one of this voucher, or as otherwise allowed in writing by the PA.**
- B. The family must submit these documents in the manner that is required by the PA. PA policy may prohibit the family from submitting more than one request for tenancy approval at a time.
- C. The lease must include, word-for-word, all provisions of the tenancy addendum and supplied by the PA. This is done by adding the tenancy addendum to the lease used by the owner. If there is a difference between any provisions of the tenancy addendum and any provisions of the owner's lease, the provisions of the tenancy addendum shall control. After receiving the request for tenancy approval and a copy of the proposed lease, the PA will inspect the unit. The PA may not give approval for the family to lease the unit or execute the HAP contract until the PA has determined that all the following program requirements are met: the unit is eligible; the unit has been inspected by the PA (and passes the quality standards set up the PA); the rent is affordable to the program; and the owner and tenant are prepared to execute the lease including the BIH tenancy addendum.
- D. If the PA approves the unit, the PA will notify the family and the owner and will furnish two copies of the HAP contract to the owner.
 - 1. The owner and the family must execute the lease.
 - 2. The owner must sign both copies of the HAP contract and must furnish to the PA a copy of the executed lease and both copies of the executed HAP contract.
 - 3. The PA will execute the HAP contract and return an executed copy to the owner.
- E. If the PA determines that the unit or lease cannot be approved for any reason, the PA will notify the owner and the family that:
 - 1. The proposed unit or rental terms are disapproved for specified reasons, and
 - 2. If the conditions requiring disapproval are remedied to the satisfaction of the PA on or before the date specified by the PA, the unit will be approved.

4. Obligations of the Family

- A. When the family's unit is approved and the HAP contract is executed, the family must follow the rules listed below to continue participating in the Bring It Home Rental Assistance program.
- B. The family must:
 - 1. Supply any information that the PA determines to be necessary, including documents needed for annual recertification of family income and composition.
 - 2. Supply any information requested by the PA to verify that the family is living in the unit or information related to family absence from the unit.
 - 3. Promptly notify the PA in writing when the family is away from the unit for an extended period in accordance with PA policies.
 - 4. Allow the PA to inspect the unit at reasonable times and after reasonable notice.

5. Notify the PA and the owner in writing before moving out of the unit or terminating the lease.
 6. Use the assisted unit for residence by the family. The unit must be the family's only residence.
 7. Promptly notify the PA in writing of the birth, adoption, or court-awarded custody of a child.
 8. Request PA written approval to add any other family member as an occupant of the unit.
 9. Promptly notify the PA in writing if any family member no longer lives in the unit. Give the PA a copy of any owner eviction notice.
 10. Pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease.
- C. Any information the family supplies must be true and complete.
- D. The family (including each family member) must not:
1. Own or have any interest in the unit (other than in a cooperative, or the owner of a manufactured home leasing a manufactured home space).
 2. Commit any serious or repeated violation of the lease.
 3. Commit fraud, bribery or any other corrupt or criminal act in connection with the program.
 4. Engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
 5. Sublease or let the unit or assign the lease or transfer the unit.
 6. Receive Bring It Home Rental Assistance program housing assistance while receiving another housing subsidy, for the same unit or a different unit under any other Federal, State or local housing assistance program.
 7. Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.
 8. Receive Bring It Home Rental Assistance program housing assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

5. Illegal Discrimination

If the family has reason to believe that, in its search for suitable housing, it has been discriminated against on the basis of age, race, color, religion, sex (including sexual orientation and gender identity), disability, national origin, or familial status, or marital status the family may file a housing discrimination complaint with any HUD Field Office in person, by mail, or by telephone or with the Minnesota Department of Human Rights . The PA will give the family information on how to fill out and file a complaint.

6. Expiration and Extension of Voucher

The voucher will expire on the date stated in item 3 on the top of page one of this voucher unless the family requests an extension in writing and the PA grants a written extension of the voucher in which case the voucher will expire on the date stated in item 4. At its discretion, the PA may grant a family's request for one or more extensions of the initial term.