

## Bring It Home Rental Assistance – Participant File Documentation

| Household Eligibility Documentation and Initial Certification                                                                                                                                                                        |               |           |                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------|----------------------|
| Document                                                                                                                                                                                                                             | If applicable | MHFA form | 50058 can substitute |
| Housing Assistance Payment (HAP) or Project Based Voucher (PBV) contract between the Program Administrator and property owner                                                                                                        |               | X         |                      |
| Tenancy Addendum                                                                                                                                                                                                                     |               |           |                      |
| Verification/Preferences points form that shows household was selected off waitlist properly                                                                                                                                         |               |           |                      |
| <b>Rent/Income Calculation form</b>                                                                                                                                                                                                  |               |           | X                    |
| If household is paying between 40 and 50% of their income, evidence that demonstrates that choices are severely restricted, the alternative would be homelessness or housing instability, and all other options have been exhausted. | X             |           |                      |
| Utility allowance schedule                                                                                                                                                                                                           |               |           | X                    |
| Payment standard documentation                                                                                                                                                                                                       |               |           | X                    |
| Rent reasonableness documentation                                                                                                                                                                                                    | X             |           |                      |
| Bring It Home Application                                                                                                                                                                                                            |               | X         |                      |
| Minnesota Government Data Practices Act Disclosure Statement and Acknowledgement (signed by all household members 18 years of age and older)                                                                                         |               |           |                      |
| <b>Verifications</b>                                                                                                                                                                                                                 |               |           |                      |
| Proof of Minnesota Residency                                                                                                                                                                                                         |               |           |                      |
| Copy of photo identification (DL, State ID card, Tribal ID Card, etc.)                                                                                                                                                               | X             |           |                      |
| Income verifications (paystubs, SSI award letters, unemployment benefits, zero income verification)                                                                                                                                  |               |           |                      |
| Asset verifications (bank statement, earnings 401(K) statement)                                                                                                                                                                      | X             |           |                      |
| Medical expense verifications                                                                                                                                                                                                        | X             |           |                      |
| Childcare expense verifications                                                                                                                                                                                                      | X             |           |                      |
| Current lease or proof of cost-burdened status                                                                                                                                                                                       |               |           |                      |
| Reasonable Accommodation form and documentation                                                                                                                                                                                      | X             |           |                      |
| Inspection reports - Housing Quality Standards (HQS), or National Standards for the Physical Inspection of Real Estate (NSPIRE), or alternative method approved by Minnesota Housing                                                 |               |           |                      |
| Unit approval or failed inspection notices                                                                                                                                                                                           |               |           |                      |
| Letters sent to applicant to show when they were selected off waitlist and had opportunity to respond                                                                                                                                |               |           |                      |
| Additional correspondence as needed                                                                                                                                                                                                  | X             |           |                      |

## Voucher and Lease Documents

| Document                                                                          | If applicable | MHFA form | 50058 can substitute |
|-----------------------------------------------------------------------------------|---------------|-----------|----------------------|
| Issued Bring It Home voucher document showing search dates                        |               | X         |                      |
| Request for Tenancy Approval form                                                 |               |           |                      |
| Signed lease agreement between the landlord and participant with tenancy addendum |               |           |                      |
| Lead-based paint disclosure form                                                  | X             |           |                      |
| Verification that the landlord owns the unit being rented                         |               |           |                      |

## Interim Recertification

| Document                                                                                            | If applicable | MHFA form | 50058 can substitute |
|-----------------------------------------------------------------------------------------------------|---------------|-----------|----------------------|
| Tenancy Addendum                                                                                    |               |           |                      |
| Rent Calculation form                                                                               |               |           | X                    |
| Interim change trigger forms (e.g., changes in income, household composition, rent increase)        |               |           |                      |
| Income verifications (paystubs, SSI award letters, unemployment benefits, zero income verification) | X             |           |                      |
| Asset verifications                                                                                 | X             |           |                      |
| Medical expense verifications                                                                       | X             |           |                      |
| Childcare expense verifications                                                                     | X             |           |                      |
| Reasonable Accommodation form/documentation                                                         | X             |           |                      |
| Rent Increase documentation                                                                         | X             |           |                      |
| Correspondence related to action                                                                    |               |           |                      |

| Annual Recertification                                                                                                                                                               |               |           |                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------|----------------------|
| Document                                                                                                                                                                             | If applicable | MHFA form | 50058 can substitute |
| Tenancy Addendum                                                                                                                                                                     |               |           |                      |
| Rent Calculation form                                                                                                                                                                |               |           | X                    |
| Bring It Home Application (required annually)                                                                                                                                        |               | X         |                      |
| Minnesota Government Data Practices Act Disclosure Statement and Acknowledgement (signed by all household members 18 years of age and older)                                         |               |           |                      |
| Income verifications (paystubs, SSI award letters, unemployment benefits, zero income verification)                                                                                  |               |           |                      |
| Asset verifications                                                                                                                                                                  | X             |           |                      |
| Medical expense verifications                                                                                                                                                        | X             |           |                      |
| Childcare expense verifications                                                                                                                                                      | X             |           |                      |
| Reasonable Accommodation form/documentation                                                                                                                                          | X             |           |                      |
| Rent Increase documentation                                                                                                                                                          | X             |           |                      |
| Inspection reports - Housing Quality Standards (HQS), or National Standards for the Physical Inspection of Real Estate (NSPIRE), or alternative method approved by Minnesota Housing | X             |           |                      |
| Unit approval or failed inspection notices (as required per PA standards)                                                                                                            | X             |           |                      |
| Correspondence related to action                                                                                                                                                     |               |           |                      |

| Notices and Correspondence                                                   |               |           |                      |
|------------------------------------------------------------------------------|---------------|-----------|----------------------|
| Document                                                                     | If applicable | MHFA form | 50058 can substitute |
| Termination warnings or termination notices                                  | X             |           |                      |
| Reasonable accommodation requests and approvals                              | X             |           |                      |
| Participant grievance or appeal documentation (as required per PA standards) | X             |           |                      |
| Program Violation warnings                                                   | X             |           |                      |

## Denied Applicant File Documentation

| Document                                                                                                                                                                                                                             | If applicable/<br>collected | MHFA form | 50058 can substitute |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------|----------------------|
| Letter(s) sent to applicant to show when they were selected off waitlist and had opportunity to respond                                                                                                                              |                             |           |                      |
| Verification/Preferences points form that shows household was selected off waitlist properly                                                                                                                                         |                             |           |                      |
| Denial letters sent to households who do not qualify stating reason(s) for denial                                                                                                                                                    |                             |           |                      |
| <b>Rent/Income Calculation form</b>                                                                                                                                                                                                  | X                           |           | X                    |
| If household is paying between 40 and 50% of their income, evidence that demonstrates that choices are severely restricted, the alternative would be homelessness or housing instability, and all other options have been exhausted. | X                           |           |                      |
| Utility allowance schedule                                                                                                                                                                                                           | X                           |           | X                    |
| Payment standard documentation                                                                                                                                                                                                       | X                           |           | X                    |
| Rent reasonableness documentation                                                                                                                                                                                                    | X                           |           |                      |
| Bring It Home Application                                                                                                                                                                                                            | X                           | X         |                      |
| Minnesota Government Data Practices Act Disclosure Statement and Acknowledgement (signed by all household members 18 years of age and older)                                                                                         | X                           |           |                      |
| <b>Verifications</b>                                                                                                                                                                                                                 |                             |           |                      |
| Proof of Minnesota Residency                                                                                                                                                                                                         | X                           |           |                      |
| Copy of photo identification (DL, State ID card, Tribal ID Card, etc.)                                                                                                                                                               | X                           |           |                      |
| Income verifications (paystubs, SSI award letters, unemployment benefits, zero income verification)                                                                                                                                  | X                           |           |                      |
| Asset verifications (bank statement, earnings 401(K) statement)                                                                                                                                                                      | X                           |           |                      |
| Medical expense verifications                                                                                                                                                                                                        | X                           |           |                      |
| Childcare expense verifications                                                                                                                                                                                                      | X                           |           |                      |
| Current lease or proof of cost-burdened status                                                                                                                                                                                       | X                           |           |                      |
| Issued Bring It Home voucher document showing search dates and granted extensions                                                                                                                                                    | X                           | x         |                      |
| Request for Tenancy Approval forms returned showing reason for denial                                                                                                                                                                | X                           |           |                      |
| Inspection reports - Housing Quality Standards (HQS), or National Standards for the Physical Inspection of Real Estate (NSPIRE), or alternative method approved by Minnesota Housing                                                 | X                           |           |                      |
| Unit approval or failed inspection notices                                                                                                                                                                                           | X                           |           |                      |
| Additional correspondence as needed                                                                                                                                                                                                  | X                           |           |                      |