



400 Wabasha Street North, Suite 400  
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www.mnhousing.gov

January, 2019

Dear LIRC Participant,

In order to maintain the Low Income Rental Classification (LIRC) status for your property, Minnesota Housing requires the following:

- Verify that the property, owner, contact information, and the expiration date of the LIRC “Proof of Qualification” document on the LIRC cover sheet are correct.
  - If changes have occurred, they should be noted on the reapplication form.
  - If at any time throughout the year updates need to be made to ownership and/or contact information, you are responsible to notify Minnesota Housing as soon as those changes occur.
- Complete all sections of the enclosed LIRC reapplication form in its entirety.
  - Reapplication instructions are located on page two of the form.
- Be sure to sign the form where indicated.
- Include a nonrefundable reapplication fee of \$10 per qualified unit; maximum of \$150.
- If the LIRC “Proof of Qualification” document expired in 2018, you must attach the current “Proof of Qualification” document that verifies that the property still qualifies for LIRC.
- Mail the reapplication, the nonrefundable fee, and if necessary, the current “Proof of Qualification” document to Minnesota Housing by March 31, 2019.

The completed reapplication materials must be postmarked by March 31, 2019, or the property will not be certified to the assessor’s office for the LIRC rate for taxes payable in 2020. If the property is not certified, its LIRC status will be withdrawn. For further information please refer to the LIRC guide on the Minnesota Housing Website.

If you have any questions, you can reach me at [steve.obrien@state.mn.us](mailto:steve.obrien@state.mn.us) or 651.297.4065. Please reference the LIRC account number when calling or sending LIRC related correspondence to Minnesota Housing.

Sincerely,

A handwritten signature in cursive script that reads "Steve O'Brien".

Steve O'Brien  
Housing Development Officer