



## Household Change Certification

Under **RentHelpMN**, your assistance application should include all of the adults and children present in the household at the time of application. More information is available on [RentHelpMN.org](http://RentHelpMN.org) or by calling 211. In some cases, recent changes in who lives in your rented home could require a quick explanation.

Please use this form if the members of the household in your application do not match the individuals listed on the documents you are submitting for **RentHelpMN**.

Applicant Name: \_\_\_\_\_

Head of Household Name (if different from Applicant): \_\_\_\_\_

Contact: Email: \_\_\_\_\_, Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Fill in the following:

\_\_\_\_ The documents I submitted include the following adults who are no longer in the home:

Name(s) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

AND/OR

\_\_\_\_ The documents I submitted do not include the following adults who are now in the home:

Name(s) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

AND/OR

\_\_\_\_ The documents I submitted do not include \_\_\_\_ (number) minor child(ren) who is(are) now in the home. No names are required for minor children.

**Applicant Sign Here:** \_\_\_\_\_

**Upload** this document in the document submission package section of the application with your income documents and/or rent agreement documents. Or include it with your **mail or fax** application at:

RentHelpMN  
Document Services Center  
3745 Louisiana Ave S.  
St. Louis Park, MN 55426

Fax: 952-285-2318

If sending this form after submitting an application online, include your Applicant ID (from your online status, if not known leave blank): \_\_\_\_\_

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Examples:

Example 1: Pat and Sam Smith filed a joint 1040 tax return for 2020. Pat Smith moved out recently and Sam Smith needs help with rent. Sam Smith would submit the 1040 including W2 information and this form, and the team would only look at Sam Smith's income on the 1040 to determine eligibility. Sam would also make sure that it's clear what income is Pat's and what is Sam's on the documents submitted.

The documents I submitted include the following adults who are no longer in the home:

Name(s) Pat Smith, \_\_\_\_\_, \_\_\_\_\_

Signed: Sam Smith

Example 2: Sam Smith's parent, Jessie, is staying with Sam while Jessie recovers from an illness. Sam and Jessie both submitted income documents to determine eligibility for rent assistance but Jessie is not on the lease. Sam would submit this form so the team knows that Jessie is a member of the household as of the date of application.

The documents I submitted do not include the following adults who are now in the home:

Name(s) Jessie Smith, \_\_\_\_\_, \_\_\_\_\_

Signed: Sam Smith

Example 3: Max and Nan had 2 children in their home when they filed taxes for 2020 and have since had 2 foster children join the family. They would apply as a family of 6 (Max, Pat, 4 children) but may want to put in this form so the team knows they have a larger family than at the time of their last tax return:

The documents I submitted do not include 2 (number) minor child(ren) who is(are) now in the home. No names are required for minor children.

Signed: Max