

## 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	
Data Practices Act Disclosure Statement (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: such as property tax record or other document showing ownership.			

## 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/ 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		