

# MINNEAPOLIS PROPERTY OWNER INCENTIVE FUND

## FOR OWNERS IN OPPORTUNITY AREAS - PILOT PROGRAM

### ELIGIBLE EXPENSES:

- Property damage claims that exceed the security deposit
  - Claims exceeding \$500.00, but not more than \$2,500.00 will be reviewed on a case by case basis
  - Claims that exceed Security Deposit but are less than \$500 above the Security Deposition can be submitted directly by the property owner/Management Agent
- Payment of a "Holding Fee" of up to half the monthly rental payment or \$500, whichever is less, can be provided to hold an approved unit for an eligible participant while awaiting the release of a pro-rated rental subsidy. (Need to determine source of these funds)
- Property Owners receive a one-time \$250 incentive fee when they rent to a voucher holder for the first time; payment is received automatically with the release of the initial HAP payments (Need to determine source of these funds)

### SUBMITTING A CLAIM:

- Property owner must submit a copy of the executed Housing Assistance Payments (HAP) Contract with the submission of the claim.
- Property owner must submit verification of initial security deposit received plus interest, minus any costs for previous repairs with the submission of the claim
- Property owners may submit a claim for damages that are documented at the HQS annual inspection.
- Property owners may exert their right to request a complaint HQS inspection for tenant caused damages (TCD) and based on the verification of tenant caused damages may submit a claim for damages.
- MPHA's HCV Program, upon request from the property owner or City of Minneapolis Regulatory Services will release redacted move-in inspection reports and photos taken at the initial move-in, or most recent inspection.

### CLAIM REVIEW AND APPROVAL:

- Claims that exceed \$500 require an estimate of repair costs from a licensed, bonded contractor, where applicable; an HQS inspection will be conducted to verify the needed repairs
- Claims that exceed \$500 will also require that owners submit receipt for repair costs and schedule an inspection by the City. City of Minneapolis Regulatory Services will confirm the completion of the repairs and the release of the payment.
- Claims submitted that are \$500 or less require an estimate of repair costs; an inspection is not required.
- Property owners may submit photos and/or invoices to document the completion of repairs that have been submitted for claims of \$500 or less.
- The MPHA HCV Program is not bound by a contractual agreement once the participant vacates the assisted unit, and as such cannot conduct any further inspection of the unit.

### PROGRAM COMPLIANCE:

- HCV Participants evicted for tenant caused damages, and who have a claim registered against them will be determined to be in violation on HQS requirements and may face termination of housing assistance.