



Minneapolis Property Owner Incentive Fund Claim Form and Release

For leases signed beginning in 2018, the Minneapolis Property Owner Incentive Fund may reimburse owners for eligible damages beyond normal wear and tear, after a tenant has moved out.

- Claims cover expenses beyond a security deposit or other tenant payment, already applied.
- Claim must be filed within 30 days from taking back possession of the unit from the tenant.
- For claims above \$500, MPHA will ask the property owner to schedule an inspection from the Minneapolis Department of Regulatory Services to confirm cost estimates, and again to confirm completed repairs.
- The maximum claim is \$2,500.

All information provided must be true, correct, and complete to the best of the property owner's knowledge and recollection. Damage claims must be accompanied by supporting documentation including:

- Accounting statement reflecting tenant-owed expenses.
- Receipts or invoices, including photos of the damage, if requesting reimbursement for repairs already made (for claims under \$500).
 - If repairs are done in-house by staff, include documentation of time spent and hourly rate.
- Documentation of used security deposit.

MPHA staff will follow up for additional documentation, if needed.

Complete the form on the following page and return with supporting documents to:

Email: OwnerOutreach@mplspha.org

Fax: (612) 335-4427

Minneapolis Property Owner Incentive Fund - Claim Form and Release

Property owner name:	If company/organization, specify contact person:	
Mailing address:		
City:	State:	ZIP:
Phone (and fax, if preferred):	Email address:	

Rental property address (including unit number, if appropriate):		
City: Minneapolis	State: MN	ZIP:
Tenant Name:		

Date property owner received possession of the unit: _____

Description of damage/necessary repairs (may attach additional page if necessary):

Total amount of charges:	\$
Minus deposit, payments, or fees paid by tenant:	- \$
Equals remaining balance:	\$
Total reimbursement (remaining balance or \$2,500, whichever is less):	\$

I understand and agree that any payments made under this claim are my sole remedy for damages to the Unit covered by the Minneapolis Property Owner Incentive Fund. In exchange for the payment, I agree to release the Tenant, the Minneapolis Public Housing Authority (MPHA) and the City of Minneapolis of all claims existing now and into the future for damages to the covered Unit to the extent covered by the payment under this Fund.

Signature

Date

Email form to OwnerOutreach@MplsPHA.org or fax to (612) 335-4427