



Minneapolis Property Owner Incentive Damage Fund Claim Packet

The following packet contains the information and forms needed to submit a claim for the Minneapolis Property Owner Incentive Damage Fund.

Upon your submission, MPHA will begin the review process of your claim. No all parts of this packet need to be turned in immediately, however, make note of deadlines when they are mentioned.

Documents included in this packet:

1. **Damage Claim Limitations** (important information for you)
2. **Claim Form and Release** (should be turned in as soon as possible)
3. **Damage Claim Statement** (template for itemizing damages, not required, but recommended if you don't have your own form)
4. **Repayment Agreement** (sample template, if needed. Not required)

External documentation that must be provided:

1. **Final Move-out Ledger** (the same copy that you send to the former tenant) – MUST BE PROVIDED WITHIN 21 DAYS OF RECLAIMING THE UNIT
2. **Photos, receipts, and other evidence of damages as needed.**

Upon MPHA receiving your Claim Form and Release, we will schedule an inspection with one of our inspectors to come out and see the damage. This will help us when processing the claim and prevent you from having to submit photos of the damages. You do not need to have a final move out ledger submitted at this time. We highly recommend that you do this step prior to any repairs being made. If an inspection is not able to be conducted, because the repairs were made prior to the inspection, then you will be required to submit photos of the damages. The final award will be determined based on evidence of damages beyond normal wear and tear, caused by the former tenant, beyond the withheld security deposit.

Your former tenant has the first opportunity to resolve the outstanding balance before our program steps in. We will not be able to provide that opportunity until both the inspection and the final move out ledger have been submitted. **Please remember that you are required by Minnesota law to provide your tenant an itemized list of damages within 21 days of their move out.** Once MPHA receives that ledger, you can expect your claim to take roughly a month to fully review before we inform you of a payment decision. Please note, this timeline changes in cases where our team must collect missing information needed to complete the review. You can expect to receive periodic updates throughout the process.

If you have any questions or are concerned anything is missing, please contact **Chad Biggers**, at cbiggers@mplspha.org or **612-342-1222**.

Last Updated: 9/2022



Minneapolis Property Owner Incentive Damage Fund Claim Limitations

The following items cannot be covered by the Minneapolis Property Owner Incentive Fund. This list may change at MPHA's discretion.

Unpaid Rent	Unpaid Utilities	Cleaning Charges
Disposal/Removal of Items	Storage Fees	Pest Control
Normal Wear and Tear	Painting that is unrelated to damages	Costs incurred as part of an eviction

The following are common damages that are covered by the Minneapolis Property Owner Incentive Fund, and the coverage limitations when applicable. This list may change at MPHA's discretion.

Item	Maximum Reimbursement	Special Circumstances
Blinds	\$20 per blind	
Replacing Windows	\$105	Window replacements will be reviewed on a case-by-case basis. If the cost is above \$105, then a receipt must be provided.
Screens – Repair	\$20	
Screens – Replace	\$50	
Carpet – Cleaning	\$0.30 per sq. ft.	If receipt is not provided, then square footage will be estimated.
Carpet – Replace		Case-by-case basis, but receipts AND photos of damage must be provided.
Flooring – Repair or Replace		Case-by-case basis, but receipts AND photos of damage must be provided.
Door – Replace		Case-by-case basis but receipt must be provided.
Wall Damage – Repair		Case-by-case but receipt must be provided
Painting		Only painting costs related to wall damages will be covered.

Last Updated: 9/2022



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.

Please read and **initial** each statement below. If any of these statements don't apply, you will not be eligible for this claim.

___ The former tenant leased the unit in 2018 or more recently

___ This claim is being filed within 21 days from taking back legal possession of the unit from the former tenant.

___ I understand that I must submit the final move out ledger to MPHA within 21 days of taking back possession of the unit, even if I submit the rest of this claim before then.

___ I agree to allow MPHA to inspect the property prior to making repairs, when possible, and that in all instances, the landlord agrees to provide MPHA with copies of all receipts, invoices and estimates for damages.

___ I understand that the maximum claim amount is \$2,500.

___ I understand that the program requires the owner and the tenant to discuss the damages and, where possible, negotiate to mutually address and resolve the outstanding balance prior to MPHA considering my claim.

___ I understand that if either I or my former tenant decides to pursue legal action regarding these damages, this claim will be put on hold until the legal action is resolved and I or my former tenant notify MPHA of the resolution.

___ I understand that if I pursue legal action regarding the damages and I dismiss the legal action for any reason, or if judgment is found in the former tenant's favor, MPHA will consider that a resolution for the purposes of this claim and no additional action will be taken.

___ I have read and understand the Damage Claim Limitations page of this packet.

___ I understand that MPHA's decision is final, and not subject to appeal.

___ I agree that I will not seek compensation from the former tenant for damages that are covered under this Damage Fund.

___ I agree that all information provided is true, correct, and complete to the best of my knowledge and recollection.

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

Complete the form on the following page and return both pages with supporting documents to: OwnerOutreach@mplspha.org

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



Damage Claim Statement

Item or Damage	Quantity	Charge	Check if Provided	
			Receipt/ Invoice	Photo of Damage
Total Charges (only use if final page):				

REPAYMENT AGREEMENT

(not required but in case needed)

Name: _____
Phone Number: _____
Email: _____
Address: _____
City/State/Zip: _____

Alternative Contact (in case we can't reach you) Name: _____
Phone Number: _____
Email: _____

On or before _____ (date) _____
(former tenant) will pay _____ (landlord), the amount of
_____ by:
 Cash Money Order
 Check Other

Payment Time Period

- Former tenant will make a one-time payment of _____ (amount) by _____ (date)
- Former tenant will make payments in installments over _____ (timeframe). The first installment payment of \$ _____ must be made by _____. Remaining installments must be made according to the following schedule:

Former Tenant Signature

Landlord Signature

Date Signed: _____