Minnesota Housing

Bring It Home Program Monitoring Review Checklist for Participant Files

This checklist is a guide to ensure that all required items are included for review. It may be used as a cover sheet for each uploaded file. If areas of concern are identified, additional selections or supporting documentation may be necessary. This process is separate from the administrative compliance review process.

Eligibility & Initial Certification Documents

- Bring It Home Application
- Minnesota Government Data Practices Act Disclosure Statement and Acknowledgement
- Waitlist selection letter
- Verification of waiting list preference points
- Cost-burdened or unhoused status documentation
- Identify Verification
- Rent calculation form or 50058
- Income, asset, medical expense, and childcare expense verifications
- Rent reasonableness determination
- Unit inspection results
- Reasonable Accommodation documentation, if applicable

Voucher & Lease Documents

- Housing Assistance Payment (HAP) or Project Based Voucher (PBV) contract
- Request for Tenancy Approval form
- Lease and tenancy addendum
- Lead-based paint disclosure, if applicable
- Verification of unit ownership

Interim Recertification, If Any

- Interim request or other trigger of action
- Rent calculation form or 50058
- Income, asset, medical expense, and childcare expense verifications
- Reasonable Accommodation documentation, if applicable
- Rent change notification

Annual Recertification

- Bring It Home Application
- Minnesota Government Data Practices Act Disclosure Statement and Acknowledgement
- Rent calculation form or 50058
- Income, asset, medical expense, and childcare expense verifications
- Reasonable Accommodation documentation, if applicable
- Rent change notification
- Unit inspection status, based on inspection schedule

Program Exit

- Participant notice of program termination
- Property owner notice of rental assistance termination
- Repayment agreement, if applicable