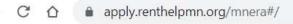
RENTHELP

Online Portal Walk-Through
Full Tutorial on the way
April 20, 2021



☆

Suggested Sites

Imported From IE

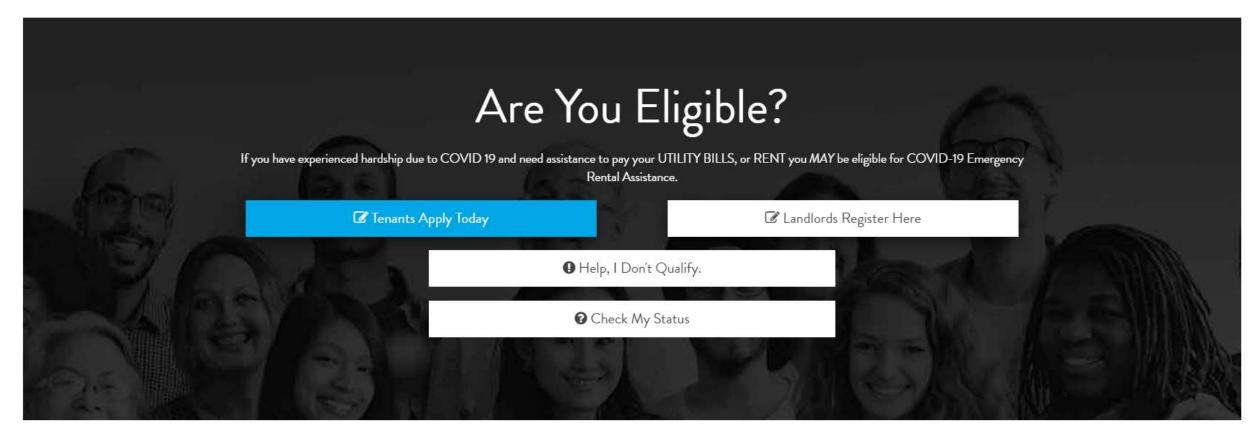




Home

Login

Translations (coming soon)



Having Trouble Paying Your Utilities or Rent? We're Here to Help.

We're offline Leave a message

Everyone must complete a pre-screen before applying.

Click Here to Start Your Pre-screening

☑ Documentation Checklist

PLEASE BE PREPARED TO UPLOAD COPIES OF YOUR DOCUMENTS IN THE PRE-SCREENING CHECKLIST. IT IS IMPORTANT TO CHECK THE LEGIBILITY OF YOUR PHOTOS AND/OR SCANS OTHERWISE IT CAN DELAY YOUR APPLICATION. TO PROCESS YOUR APPLICATION YOU MUST EITHER HAVE AN ACTIVE EMAIL ACCOUNT OR AN ACTIVE PHONE NUMBER TO RECEIVE NOTIFICATIONS (PROVIDER TEXT AND DATA FEES MAY APPLY). FUNDS ARE NOT GUARANTEED. IF YOU NEED HELP WITH THIS APPLICATION, PLEASE CALL OR TEXT 211. IF YOU NEED A REASONABLE ACCOMMODATION TO COMPLETE THE APPLICATION DUE TO A DISABILITY, PLEASE CALL OR TEXT 211.

Documentation Checklist

Please make sure you have copies of all your required documents 10 ready for uploading or for faxing or mailing:

To process your application the RentHelpMN program needs to collect documents to show you are eligible and your expenses can be covered. Further information can be found at RentHelpMN.org or by calling 211. Please have ready at least one in each category:

- Identification of Head of Household state issued ID, driver's license, passport, ITIN, Tribal ID, or other form of ID
- 2. Rental Agreement

A signed lease

A rental agreement from your landlord (template provided in the application)

If you do not have or cannot get a rental agreement, other documents that show you pay rent at your address such as canceled checks, bank statements, or utility bills in your name

- 3. Landlord's Contact Information
- 4. Income Eligibility Documents for All Adults

Year 2020 tax documents such as 1040, W2, 1099

Two months of pay stubs or other pay documents, only if you do not have 2020 tax documents

In some cases where you cannot document your income or have no income you will be able to apply without documents

5. Assistance Request Documents

A past due rent statement, tenant ledger, or invoice from your landlord showing what you owe

Past due utility bills including water, sewer, power, gas, electric, fuels, trash

Bills for other housing expenses such as eviction filing fees and court fees

Please note you cannot request reimbursement for expenses you have already paid

Are you working with a Field Partner?

□ Yes

Are you working with a Field Partner?

Field Partner ID

Field Partner ID

Check ID and Continue

Continue Without Field Partner

Question 1:

SEARCH FOR YOUR ADDRESS

STREET ADDRESS	STREET ADDRESS LINE 2	
405 3rd St E	2A	
PROPERTY CITY	PROPERTY STATE	
Thief River Falls	Minnesota	~
PROPERTY ZIP	PROPERTY COUNTY	
56701	Pennington	~

HOUSEHOLD SIZE	MAX PRE-TAX INCOME
1	\$43,050.00
2	\$49,200.00
3	\$55,350.00
4	\$61,500.00

HOUSEHOLD SIZE MAX PRE-TAX INCOME \$43,050.00 \$49,200.00 3 \$55,350.00 \$61,500.00 4 5 \$66,450.00 6 \$71,350.00 \$76,300.00 \$81,200.00 8 My 2020 income or my recent household monthly income (when annualized) is within the limits above. ☐Yes □N₀

Question 2:

I am qualified for unemployment benefits or I am having trouble paying my rent or utilities because COVID 19 has impacted me negatively

	1 0	,
	□Yes	
	□N₀	
	Question 3:	
l am a renter in t	the state of Minnesota and my r	ent is past due.
	□Yes	
	□No	

☼ CANCEL PRE-SCREEN

⊠ 1	My 2020 income or my recent household monthly income (when annualized) is within the limits above.
To the	
⊠ 2	I am qualified for unemployment benefits or I am having trouble paying my rent or utilities because COVID 19
35	has impacted me negatively.
☑ 3	I am a renter in the state of Minnesot and my rent is past due.
N ₄	eed Help? Call 211

Congratulations!

Based on your answers, you have been prequalified. Please note that prequalifying does not guarantee approval for funding.

You must complete the remaining sections of this application. Failure to complete this application and provide the required documentation will prevent your application from consideration under the RentHelpMN program. It is important to complete your application as soon as possible. Please enter the Head of Household's registration information and create a password.

*Head of Household (HH):

First Name *	Last Name *
Minnesota	Renter
Please write down and save your username and password	
Username *	Confirm Username *
Minnesota@email.com	Minnesota@email.com

Please enter your email address, and/or phone number.

Email	Confirm Email
Minnesota@email.com	Minnesota@email.com
Phone Number	Confirm Phone Number
(218) 111-1111	(211) 111-1111
Password *	Confirm Password *
***************************************	******







Dashboard

Messages

Logout

Minnesota Renter's Applications

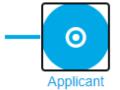
Number	Program	Status	Explanation	Actions	•
524	COVID-19 Emergency Rental Assistance	Incomplete	Your application has either not been submitted or is incomplete.	Begin Application	
					~
4					-



Assistance is provided on a fair and equal basis and the RentHelpMN program does not discriminate on the basis of race, color, creed, national origin, sex, religion, marital status, status with regard to public assistance, disability, familial status, gender identity, or sexual orientation in the provision of assistance.

Tennessen warning:

The purpose of this notice is to enable you to make an informed decision about whether to give data about yourself. This information is being collected to facilitate the implementation of the Emergency Rental Assistance Program, to effectively manage and evaluate the program's effectiveness, to comply with reporting requirements to the United States Department of Treasury, and to efficiently administer future COVID-related housing assistance programs specifically authorized by the legislature or mandated by the federal government. You are not legally required to provide any of the requested data; however, if you do not provide the data, we may not be able to provide you with the services or resources you are requesting. Your data may be shared between the Minnesota Housing Finance Agency, local jurisdictions implementing the Emergency Rental Assistance Program (Anoka County, Dakota County, Hennepin County, Ramsey County, Washington County, the City of Minneapolis, the City of Saint Paul), the United States Department of Treasury, the program administrators and contractors, community agencies funded from state, federal, and local resources that help provide housing assistance, and the organization(s) identified as holding debt for which you are seeking assistance, and other parties the Minnesota Housing Finance Agency deems necessary. The data can also be shared upon court order or provided to the state or legislative auditor.



















Terms & Conditions Release of Information Package Submission







921-89-8232













I am a

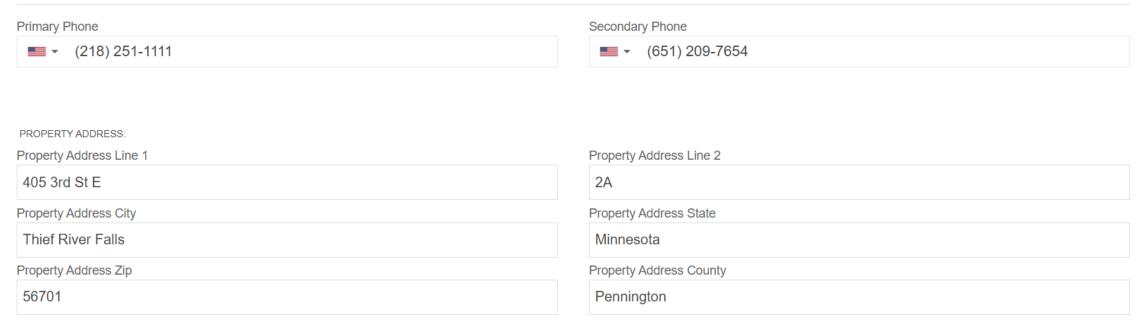
Renter

Primary Applicant

Social Security Number

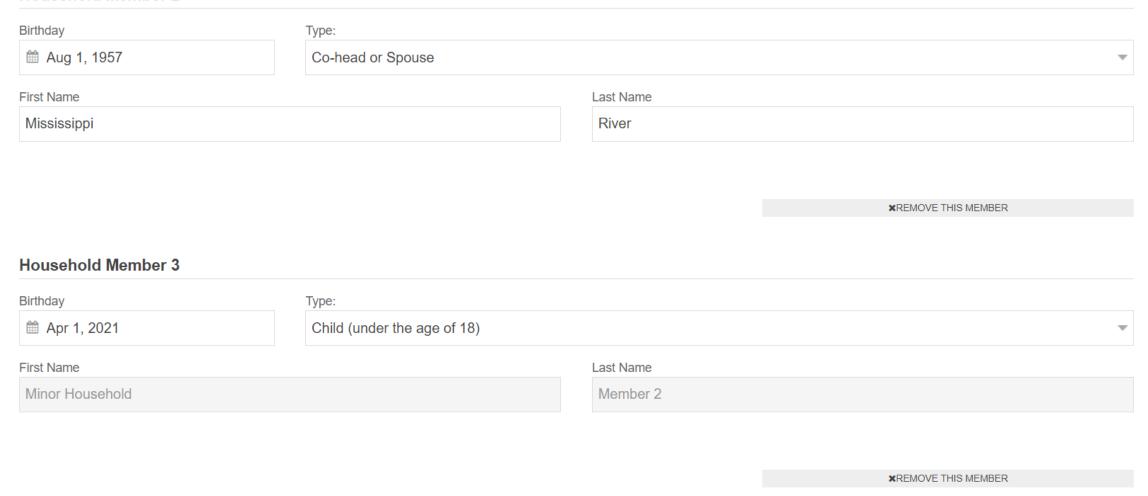
First Name		Last Name	
Minnesota		Renter	
Birth Date	Race:	Ethnicity:	Sex/Gender:
∰ Aug 15, 1957	Multiracial – More than one broad race	Prefer Not to Answer	Nonbinary/Non Conforming
Primary Language:	Disabled?:	Household Size:	
English	Prefer Not to Answer	3 Person	
SSN (NOT REQUIRED):	ITIN (or Other ID - NOT REQUIRED):		

Primary Applicant's Contact Information



✓ Primary Applicant's mailing address is the same as the property address.

Household Member 2





Have you applied for or received assistance from any other program such as COVID Housing Assistance Program, local government programs, Tribal programs for the same costs you are requesting today?

O Yes

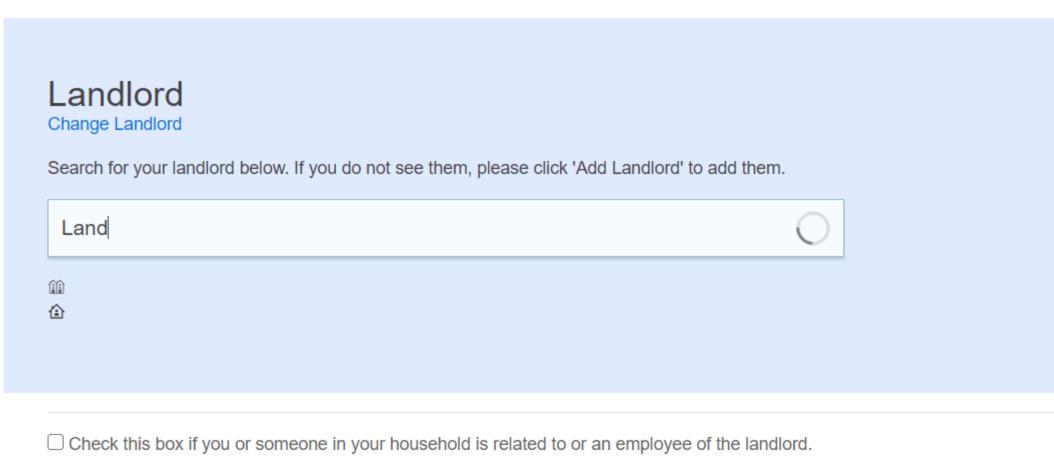
 \bigcirc No

Previous

Save & Continue

Rental Information





Landlord

Change Landlord

Creating Tenants

⚠ COMPANY NAME

& Landlord Account

Rent

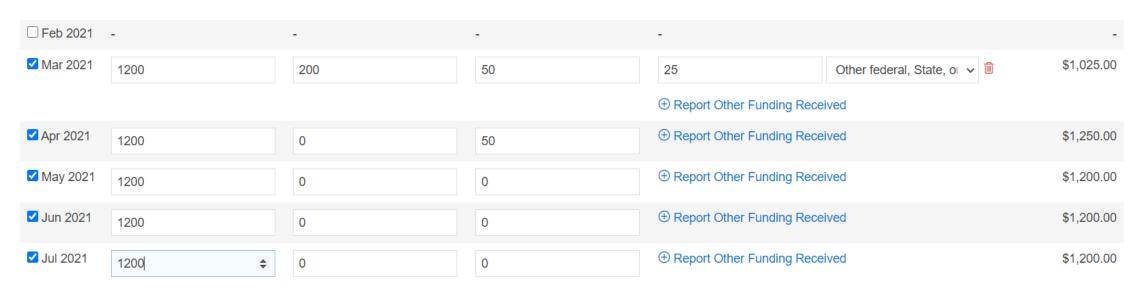
✓ Do You Need Assistance for Your Rent?

Who Pays This Bill?		
Minnesota Rente	er	~

My Eviction Status:

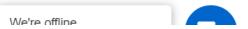
I am behind but have not received an eviction or lease termination notice

Month*	Original Amount Due	Amount I Have Paid	Fees Due	Amount Paid by Other Program(s)	Amount Still Due
☐ Apr 2020	-	-	-	-	-
☐ May 2020	-	-	-	-	-
☐ Jun 2020	-	-	-	-	-
☐ Jul 2020	-	-	-	-	-
□ Aug 2020					



^{*}You may apply for 3 future months of assistance under this program.

Total Rent Assistance Requested: \$5,875.00



Electric

✓ Electric or Electric/Gas (if together)

Electric of Electric ede (il together)				
Who Is This Bill Paid To?	Who Pays This Bill?	Is Th	is Utility Disconnected?	
Xcel Energy (NSP)	Minnesota Renter	~ Uti	lity has not been disconnected	~
A cocumt Number	Confirm Associat Number			
Account Number	Confirm Account Number			
2345678	2345678			

Month	Original Amount Due	Amount I Have Paid	Fees Due	Amount Paid by Other Program(s)	Amount Still Due
☐ Apr 2020	-	-	-	-	-
☐ May 2020	-	-	-	-	-
☐ Jun 2020	-	-	-	-	-

☐ Dec 2020	-	-	-	-		-
☐ Jan 2021	-	-	-	-		-
☐ Feb 2021	-	-	-	-		-
✓ Mar 2021	275	0	0	75	LIEAP (Low Income Er 🗸 🗓	\$200.00
				⊕ Report Other Funding Rece	vived	
☐ Apr 2021	-	-	-	-		-

Total Electric Assistance Requested: \$200.00



Amount of Assistance Needed Identification of Other Benefits

\$6,075.00

The RentHelpMN program provides emergency assistance with rent and utility expenses and certain other expenses related to housing incurred as a direct or indirect result of COVID-19 on behalf of renter households. The program is federally funded and assistance can only be provided for expenses that are not otherwise being paid by a government program. You must not request assistance for any amount of your rent or other types of assistance sought that will be paid by another government program.

Applicant Name	Applicant Address
Minnesota Renter	405 3rd St E 2A Thief River Falls MN 56701
RentHelpMN Assistance Requested Rent Assistance Water Assistance Sewer Assistance Electric Assistance Gas Assistance Trash Assistance Bulk Fuel Assistance	
Total Need	
\$6,175.00	
Total of Non-Duplicative Assistance	Total Duplication of Benefits (DOB)
\$6,075.00	\$100.00
Funding request	

We're offline Leave a message

Funding request

\$6,075.00

I certify that the information provided is true and accurate to the best of my knowledge. I understand that providing false, misleading or incomplete information may result in ineligibility for this program and other government assistance programs, repayment and recapture of funds, and other legal action. I agree to repay any funds received through this program for expenses that are paid by another source of government assistance.

Minnesota Renter



I Agree

Minnesota Renter

Previous

Save & Continue



What should I include as income?

You should include all sources income that you receive, and include the amount of income that you earn before any deductions are taken for insurance, taxes, retirement, Medicare, etc. Your total (gross) income is what will be considered for eligibility.

The following types of income are not included in income calculation:

- · Earned income of minors (age 17 and under)
- One-time federal household stimulus payments
- · Income of live-in health aids
- Non-cash benefits such as childcare or medical care assistance and food support
- · One-time cash gifts, for example a birthday

Minnesota Renter

Select Minnesota's Proof of Income Type

Please Make a Selection...

Using Your 2020 Tax Filing to Report Your Income

Your 2020 Tax Filing is Your Best Income Reporting Option.

- Certify Once
- ⊙ One Document for each Household Member 18 and over

Using your 2020 taxes allows you to use your Adjusted Gross Income (which is less than your gross income), and you only have to certify it once. All other options require you to recertify your income every 90 days.

Yes! Let's Use My 2020 Tax Filing!

I Have Another Eligibility Letter

I have a letter from a government program that

I Have Other Income Documents

If you do not have annual tax returns for 2020 or

I Have No Income To Report

This certification is only for adults who have no

Using Your 2020 Tax Filing to Report Your Income

Your 2020 Tax Filing is Your Best Income Reporting Option.

- Certify Once
- ⊙ One Document for each Household Member 18 and over

Using your 2020 taxes allows you to use your Adjusted Gross Income (which is less than your gross income), and you only have to certify it once. All other options require you to recertify your income every 90 days.

Yes! Let's Use My 2020 Tax Filing!

I Have Another Eligibility Letter

I have a letter from a government program that shows I am income eligible. The letter is dated January 1, 2020 or later.

This is also known as "categorical eligibility" and a case manager or government partner may be able to help you with this option. The letter must include a determination of your income on or after January 1, 2020. Many programs have paused income certifications during the pandemic.

I Have Other Income Documents

If you do not have annual tax returns for 2020 or an eligible letter from another government program, or if your income has recently decreased, use this method.

- ✓ Upload documents including pay stubs,1099s, W2s, and receipts in each category.
- O Do this for all adult household members with income who do not have tax returns for 2020

I Have No Income To Report

This certification is only for adults who have no income. Misrepresenting your income may be fraud.

The RentHelpMN program may need to contact you to verify that you have no income and may ask for additional documentation, which could cause delays processing your application.

Each household member 18 and older who claims no income must complete and sign an attestation of no income.

Minnesota Renter

Select Minnesota's Proof of Income Type

Other Government Program Letter

Other Government Program Letter for Minnesota Renter

Proof of Eligibility Letter Dated January 1, 2020 or Later

Documentation	Gross Amount Earned / Paid	Upload File		
Eligibility Letter	\$ 15,000	CQ PREVIEW	50059Sect8-1618767485.png	x 🗓

Add Documentation for Minnesota Renter

Mississippi River Select Mississippi's Proof of Income Type Please Make a Selection... Mississippi River Select Mississippi's Proof of Income Type No Income Household Member's Name: Mississippi River Property Address: 405 3rd St E 2A, Thief River Falls, MN, 56701 Within the last 12 months, did you receive income from any of the following sources? Income Type I have income from any of the sources listed or from any other source. O Yes

I certify that the information provided is true and accurate to the best of my knowledge. I understand that misrepresenting household income may constitute fraud. If I indicated that my household has no income, I affirm that is accurate and I understand that I may be asked for additional information and documentation to determine eligibility, which may delay the processing of my application. I understand that providing false, misleading or incomplete information may result in ineligibility for this program, repayment or recapture of funds, and other legal action.

Mississippi River





RentHelpMN Assistance Request Related to COVID-19 Pandemic

(To be completed by the Head of Household)

SE	ELF-CERTIFICATION OF (I) UNEMPLOYMENT OR (II) DECREASED INCOME AND/OR INCREASED
	I. Since March 13, 2020, a member of my household qualifies for unemployment benefits
~	II. Since March 13, 2020, a member of my household has experienced a reduction in household income, incurr financial hardship due directly or indirectly to the pandemic. The hardship includes (check all that apply):
	✓ Reduction in household income
	☐ Significant cost increases
	☐ Healthcare costs, including care at home for individuals with COVID-19
	☐ Purchase of personal protected equipment (i.e., gloves, face masks, face shields)
	☐ Penalties, fees, and legal costs associated with rental or utility payments owed
	□ Payments for rent or utilities made by credit card
	☐ Moving costs to avoid homelessness or housing instability
	✓ Increased childcare costs
	☐ Internet access and computer costs required to work or attend school remotely
	✓ Alternative transportation costs
	☐ Forced leave from work due to school closure or childcare changes
	□ Other
	For applicants certifying to a hardship under section II, please provide additional information explaining your hardship:
	Explain Your Hardship

✓	III. A member of my household has experienced a risk of experiencing homelessness or housing instability. (The hardship does not need to exist as of the date of the application as long as it existed for any period of time since March 13, 2020. For example, if one member of your household faced a risk or eviction or lived in an overcrowded situation between March 13, 2020 and August 1, 2020, your household would be eligible for RentHelpMN assistance under this eligibility criteria.):
	The hardship includes (check all that apply):
	☐ Risk of eviction
	□ Risk of lease termination
	□ Living "doubled up", or in a residence that isn't permanent for you
	☑ Struggling to pay rent and utilities, or rent and utilities are more than your household can afford
	□ Relying on credit cards or depleting savings to pay for rent or utilities
	☐ Struggling to pay for essentials such as food, prescription drugs, childcare or transportation.
	✓ Other
	HOUSING INSTABILITY OR HOMELESSNESS RISK EXPLANATION:
	Other - Please explain:
	Partner moved out and cannot afford apartment on my own

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. I further understand that providing false representations constitutes an act of fraud. False, misleading, or incomplete information may result in the repayment of any funds received through the RentHelpMN Program and other remedies available under applicable law.

Minnesota Renter



I Agree

Minnesota Renter

Previous



Privacy Policy

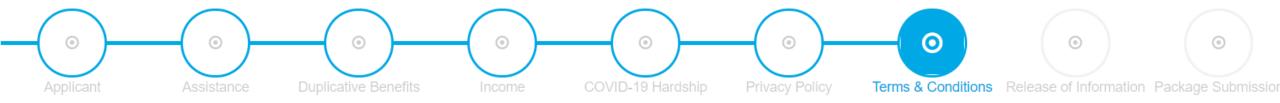
Instructions:

Read this Privacy Policy, and keep this document for your records.

The purpose of this notice is to enable you to make an informed decision about whether to give data about yourself. This information is being collected to facilitate the implementation of the Emergency Rental Assistance Program, to effectively manage and evaluate the program's effectiveness, to comply with reporting requirements to the United States Department of Treasury, and to efficiently administer future COVID-related housing assistance programs specifically authorized by the legislature or mandated by the federal government. You are not legally required to provide any of the request data; however, if you do not provide the data, we may not be able to provide you with the services or resources you are requesting. Your data may be shared between the Minnesota Housing Finance Agency, local jurisdictions implementing the Emergency Rental Assistance Program (Anoka County, Dakota County, Hennepin County, Ramsey County, Washington County, the City of Minneapolis, the City of Saint Paul), the United States Department of Treasury, the program administrators and contractors, community agencies funded from state, federal, and local resources that help provide housing assistance, and the organization(s) identified as holding debt for which you are seeking assistance, and other parties the Minnesota Housing Finance Agency deems necessary. The data can also be share upon court order or provided to the state or legislative auditor. I have also read and understand the Privacy Act Notice provided at the beginning of the application.

Minnesota Renter

Mississippi River



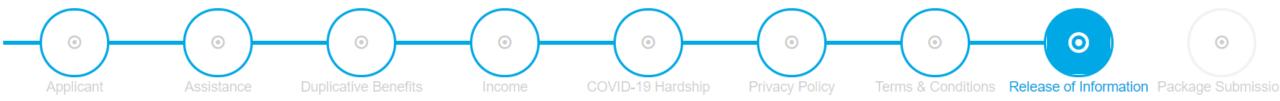
RentHelpMN Instructions: Please **read this page** and **sign and date** to acknowledge you understand the terms and conditions of applying for and receiving assistance from COVID-19 Emergency Rental Assistance.

Final Certification of Completeness

- 1. The income information provided is accurate and includes the income of all adults in my household from all applicable sources.
- 2. I am not receiving, and have not applied for, any other source of assistance to pay for the household-related expense(s) listed in this application.
- 3. That the information presented in this application is complete and accurate to the best of my knowledge.
- 4. I certify that funds will be used for the purposes stated in the application and, if the funds are for prospective rent, I have a reasonable expectation that, for the months I receive rental assistance, the listed property will be my primary residence.
- 5. I understand that providing false representations constitutes an act of fraud. False, misleading, or incomplete information may result in the denial of my application, the repayment of any funds received through the COVID-19 Emergency Rental Assistance program, or other remedies available under law.
- 6. I have read and understand the Tennessen Warning given to me.

Disclaimer/limitation of liability

By completing and submitting this application, I expressly agree to be bound by the Terms of Service, including the Limitation of Liability and Indemnification.



Authorization for Release of Information

The applicant and any co-applicants and residents 18 years and older (if any) (the "Household") authorizes all people, entities, or organizations identified as holding a debt for which assistance is sought to share, release, discuss, and otherwise provide all information needed to process the application, confirm the relationship and the debt owed, and address any issues related to the application with all government entities, program administrators, and contractors administering and/or processing applications under the COVID-19 Emergency Rental Assistance program. The Household agrees to execute any additional release of information that may be deemed necessary to process the application.

*This is for all household members

Minnesota Renter	Mississippi River	
Type your name as it appears above to agree.	Type your name as it appears above to agree	



We have identified the following documents that you need to provide as a part of your application. Until these documents are all received, we cannot process your application. To help expedite this process, you can upload copies of your documents.

Methods in which you can upload a document:

- Login on your mobile device and use the camera feature to capture and upload documents.
- Upload saved JPG, PNG, or PDF formats.
- Save a copy of the document as a PDF then upload the file.
- · Print, scan then upload a document.

If you do not have a copy of your lease, and / or your landlord is unwilling to participate. Please download and complete a self attestation form and provide it in the place of your lease.

If you don't have access to any of the above methods to upload a copy of your documents, you can also:

- FAX a copy of your documents to us.
- Mail a copy of your documents to us.

Please let us know how you will provide the following required documents:

Documents for Minnesota Renter	Provided by:
Proof Of ID	O ♠ Upload ○ ♠ FAX ○ ♠ Mail ○ Ø Not Applicable
Rent Agreement and Past Due Rent Statement (If Applicable)	O ♠ Upload ○ ♠ FAX ○ ♠ Mail ○ Ø Not Applicable
Assistance Request Documentation Electric bill from Xcel Energy (NSP)	O ♠ Upload ○ ♠ FAX ○ ♠ Mail ○ Ø Not Applicable

Upload Documents





SampleIDs-1618768608.jpg Uploaded 04/18/2021

Please upload your document(s) by dropping it here or by browsing and selecting it here.

Rent Agreement and Past Due Rent Statement (If Applicable) | Minnesota Renter

Please use this section to upload documents related to your lease and rent due. Provide your most recent signed lease. If you do not have a lease provide a signed certification from your landlord showing your rent amount. A sample template is provided here. You may also self-certify your rent amount in a document but the program may limit the amount you receive. A sample template is provided here. If you have past due rent, upload a statement, demand, or ledger showing rent past due – itemized by month is best.



RentStatementLedgerSample_Final-1618769826.pdf Uploaded 04/18/2021

Please upload your document(s) by dropping it here or by browsing and selecting it here.



Electric bill from Xcel Energy (NSP)



SampleElectricBill-1618770020.jpg Uploaded 04/18/2021

Please upload your document(s) by dropping it here or by browsing and selecting it here.

Complete





Dashboard

Messages

Logout

Minnesota Renter's Applications

Number	Program	Status	Explanation	Actions	•
524	COVID-19 Emergency Rental Assistance	Pending Initial Review	Your application has been received and is pending initial review.	PRE-QUALIFICATION LETTER	
					~
4					>

Your Application Status as of April 18, 2021 : "Pending Initial Review "

Your application's status reflects its current step in processing. Please check your email for updates and possible requests for additional information.

. Pending Initial Review - Your application has been received and is pending initial review.

Proof of Prequalified Application

Thank you for submitting your application. It will be reviewed for eligibility and you will be contacted regarding next steps. If you need proof of your efforts to get housing assistance, you may use the letter below. You can print the letter by clicking here. If you provided an email address, you will also receive a copy of this letter at that address.

To whom it may concern,

On 04/18/2021, Minnesota Renter submitted an application for housing assistance through RentHelpMN.org. This website hosts a program made possible by federal emergency rental assistance funds and is administered by a partnership between Minnesota Housing, the countles of Anoka, Dakota, Hennepin, Ramsey and Washington as well as the cities of Saint Paul and Minneapolis that are responsible for receiving applications for federal rental assistance funds. Eligible funds include rent, utilities, and other bousing related expenses as approved by the program.

Minnesota Renter has applied for \$5,900.00 in housing assistance for the month(s) of Mar 2021, Apr 2021, May 2021, Jun 2021, Jul 2021. Minnesota Renter is waiting to hear if they are qualified for the program, and how much they may be able to receive.

If you have any questions about the program, you can find out more information at www.RentHelpMN.org

Sincerely,

RentHelpMN org Program Team