

Bloomington HRA- Housing Choice Voucher Program- Property Manager/Owner FAQ

How do you participate in the program?

You simply agree to be a part of a team who is providing decent, safe and sanitary housing to low income families. Prospective tenants who come to your property looking for a place to live have information with them about the Housing Choice Voucher program.

You are required to have a Bloomington Rental License to participate in the program.

Please provide W-9, EFT information. Required forms can be found at blm.mn/hcvinfo. Please send forms to hra@bloomingtonmn.gov.

For more information regarding program requirements and Landlord obligations, please review the HAP Contract.

Owner responsibilities are the same as for any other tenant, with just a few additional items to keep in mind:

1. The HRA will send you the Housing Choice Voucher Housing Assistance Payment Contract (between the HRA and you for the HRA's portion of the rent) already completed for your signature.
2. The HRA also conducts an inspection of the rental unit, and may request certain repairs that should be made before the family moves in.
3. You must notify the HRA immediately if a Housing Choice Voucher tenant leaves without notice, or if a tenant leaves a damaged unit.
4. You must be in compliance with equal opportunity requirements. All properties must be made available to all persons without regard to race, religion, color, sex, age, disability, national origin, familial, marital or public assistance status.

For more information regarding program requirements and Landlord obligations, please review the HAP Contract.

What are best practices for setting up portal account?

- You can only have one email address registered for each participating property, so make sure you use one that all parties that need portal information have access to (e.g. accounting, inspections, documents, etc).
- We recommend you use a site email (e.g. myproperty@managementcompany.com) instead of a staff email, to limit account resets and missed communications.
- If you own/manage multiple properties, email owners@bloomingtonmn.gov to get assistance with linking multiple properties under one portal login.

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When can I increase rent?

- Changes in the rent to owner shall be determined by the provisions of the lease. However, you cannot raise the rent during the initial term of the lease.
- You must notify the HRA of any changes in the amount of the rent to owner at least sixty days before any such changes go into effect, and the amount of the rent to owner following any such agreed change may not exceed the reasonable rent for the unit as most recently determined or redetermined by the PHA in accordance with HUD requirements.
 - Acceptable documentation of rent changes:
 - Executed lease with revised amount and effective date
 - Lease renewal notice showing new amount
 - Upload acceptable documentation via the landlord portal at bhra.bloomingtonmn.gov. Need a registration code? Contact our office.

I have an HCV tenant who is interested in a unit. What is the process to notify the Bloomington HRA?

1. If you require documentation of program participation, ask the tenant to provide for a copy of their voucher and max rent form.
2. Provide information to the tenant regarding contract rent and any utilities they would be responsible for, separate from the rent.
3. Have the tenant complete the application for the unit. The HRA does not screen families except to see if they are income eligible and have no recent criminal history. It is your responsibility to screen the tenant using your standard screening process.
4. Once they are approved, complete the Request for Tenancy Approval (RTA) form and return to our office. Please note, the RTA form must be returned to the Bloomington HRA by the 15th of the month before assistance begins.
5. Complete an inspection. Once our office receives the completed RTA form, we will contact you to coordinate a move in inspection. The unit must be vacant and move-in ready for us to inspect. We cannot initiate a HAP contract until a passed inspection has occurred. It is recommended that the inspection is completed before the tenant moves in, as the tenant would be fully rent responsible for any days they live in the unit before the inspection has passed.
6. Complete the HAP Contract and return to the HRA with a copy of the signed lease. These documents can be submitted through the online portal.
7. Once the HAP Contract has been completed, initial HAP payment will be sent during the next payment processing period. Typically, payments are sent the first of the month or the 15th of the month.

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How do I update my EFT information?

Log in to the landlord portal at bhra.bloomingtonmn.gov. Need a registration code? Contact our office. Click on EFT information and complete the prompts. Our office will review the request and update your information accordingly.