

## HAP Contract Renewal Submission Checklist

Please submit the following at least 120 days before your HAP Contract expires:

1. If a rent increase is requested, submit a copy of the Proposed Rent Increase Notice issued to the residents. Learn more about the [PDF fillable Sample Notice](#). Read more for [Instructions on how to fill out the notice](#) on your computer.
2. During the thirty-day, tenant notice posting period, respond to any tenant inquires as appropriate, and execute the “Owner’s Certification to Compliance with Tenant Comment Procedures,” once the 30 days posting period has expired. [View a sample form](#).
3. A form describing whether the notice was posted or delivered. [View a sample form](#).
4. Submit the HUD Contract Renewal Documents, the OCAF Worksheet, and if applicable a budget (you can fill these documents out on your computer). [PDF Fillable form](#). Read more for [Instructions on how to fill out the notice](#) on your computer.
5. If the property would like to request a budget based rent adjustment, submit the HUD [budget form 92547A](#) as well as the various requirements under Chapter 7 of the HUD 4350.1.
6. [Rent Comparability Study](#) (RCS), *if applicable*.
7. If the property has a tenant paid utility allowance, you are also required to submit a tenant paid utility analysis. View details on the Minnesota Housing [tenant utility allowance policy](#).

***Please note: Minnesota Housing does not intend this to be an all-inclusive list of federal requirements. Please review the Section 8 Guidebook to gain a full understanding of all requirements.***