



GUIDELINES FOR REQUESTING RENT INCREASES

1. **Requesting an increase in rent:** Submit a Rent Increase Application form (available at sdhc.org and SDHC's online Owner/Landlord Portal) along with a copy of the written notice provided to the tenant. The notice must include the following information:
 - a. The date the notice was issued;
 - b. Name of Section 8 tenant and full address of the applicable property;
 - c. Total amount of the new rent (must be *one* specific dollar amount; notices which provide the tenant with a "choice" of contract rent amounts in advance will automatically be postponed until SDHC is notified, in writing, of the actual rent amount to be requested); and
 - d. Date rent change will become effective (must be the 1st day of the month following a full 60- day notice of the increase).
2. **60-day notice of rent increase:** The Housing Commission must receive the 60-day notice of rent increase by the 10th of the month, or the effective date of the rent increase will be postponed. Example: A rent increase request submitted by the owner/landlord on 3/11/2017 will be processed for an effective date no sooner than 6/1/2017.
3. **Lease Renewal:** A new lease **is not** required for leases that renew on a month to month basis unless other lease terms (such as utilities) are changing. If a new lease is required or the owner/manager is requesting a new lease then a new HAP contract must be executed. A copy of the new six (6) or twelve (12) month lease (signed and dated by both parties) must be provided to the Housing Commission at the same time as the rent increase request. The requested rent will not be approved without a copy of the signed lease. Notices which provide a "choice" of contract rent amounts with lease options must have the lease option selected before the rent increase is initiated. If the lease renewal option is not selected, the rent increase will automatically be postponed or denied until SDHC is notified, in writing, of the actual rent amount and lease renewal option selected. Requests for new lease/HAP contracts may delay processing time of rent increase due to additional time required for signed correspondence.
4. **Acknowledgement Letter:** An Acknowledgment Letter will be sent within 2-3 business days of receiving the request **only** if a Comparable Request Form is needed and/or if there are other missing documents, i.e. lease agreement. After the rent increase request has been reviewed and a rent reasonableness determination has been made, a decision letter will be sent to the tenant and owner with a new Rent Portion Letter. The rent increase will be processed within 30-60 days of the effective date of your approved request.
5. **Comparable Request Form:** If you are requesting a rent increase for an apartment, high-rise or other multifamily unit, you will be asked to complete the Comparable Request form. You must provide rental information for two comparable units within the same complex which are NOT subsidized by the Section 8 program or Tax Credit units. These units must be rented at or above the request rent amount. Consideration may be taken if similar units are unavailable in the complex or if rent is being raised throughout the complex with the same effective date as subsidized unit. This form must be completed and returned with 10 days.
6. **Avoid postponement of the effective date** by providing all necessary documents timely. The effective date for a rent increase which does not provide the appropriate 60-day notice or all requested documentation will not be reviewed until all missing documentation or appropriate advance notice has been provided.

Please contact the Housing Commission Rent Change Unit with any questions regarding rent increases:

Direct Line: 619-578-7667

Fax Line: 619-578-7320

RADRentChanges@sdhc.org