



## Owners/Landlord Rent Increase Request FAQ's

### When can I request a rent increase?

A rent increase may be requested at any time after the initial term of the lease and in accordance with any rent increase provisions specified in the lease the HUD Tenancy Addendum. The request must be submitted at least sixty (60) days prior to the effective date of the rent increase. The rent increase will be effective on the date specified by the owner or on the first of the month following a full 60-day notice to the tenant and the Housing Commission, whichever is later. The Housing Commission will not approve a change in the rent during the initial term of the lease or from owners whose contracts are in abatement for owner violations. Owners whose rent increase requests are denied can resubmit a rent increase request at any time in the future with a proper 60-day notice.

### How do I request a rent increase?

Submit a Rent Increase Application Form (available at [sdhc.org](http://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 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 until SDHC is notified, in writing, of the actual rent amount requested and lease renewal option selected; and
- d. Date rent change will become effective is the 1<sup>st</sup> day of the month following a full 60- day notice of the increase.

### Is a new Lease required?

No, 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 approve without a copy of the signed lease.

### When do I need to submit Rent Comparables?

If the Section 8 unit is in a complex of two or more units, you will be asked to complete the Comparable Request Form or provide a current "rent roll". A rent roll is the owner's up-to-date official list of all rental units on the property, including each unit's address and apartment number, rent amount, and bedroom size. You will also be asked to indicate which units are subsidized or unsubsidized (example: Tax Credit or HOME subsidized). When the Housing Commission receives a rent increase request, the proposed rent amount is subject to a rent reasonableness test.

**Note:** The Rent Increase Application Form (available at [sdhc.org](http://sdhc.org) and SDHC's online Owner/Landlord Portal) includes a section to provide rent comparables.

### How do you decide which units are comparable?

Comparable units are units that are of the same number of bedrooms, unit type, age and quality, taking factors such as amenities and facilities into consideration. Comparable units must be in the same area, which the Housing Commission defines by census tract. The Housing Commission generally relies on non-Section 8 units to determine comparability with the private market.

### How long will it take to process my rent increase?

The Housing Commission will process the rent increase requests within 30-60 days of the effective date of your approved request.

### My rent increase was denied. Can I appeal?

No, the Housing Commission's decision is final. If your unit does not pass a rent reasonable test for the requested rent amount, the new rent amount will be denied. The Housing Commission uses an independent contractor service to determine rent reasonableness for new units and for rent increase requests. The independent contractor utilizes continually refreshed market data and a reliable, commonly-accepted statistical methodology.

**How do I check the status of my rent increase request?** You may check the status of your rent increase request by contacting the Rental Assistance Division Rent Change Unit:

**Phone: 619-578-7667 Fax: 619-578-7320 E-mail: [RADRentChanges@SDHC.org](mailto:RADRentChanges@SDHC.org)**