

Request for Rent Adjustment/Changes in Lease or Rent

Assisted Housing Division

MAIL TO: HCV Owner Services
1331 Fulton Street
Fresno CA, 93721
(Email and Fax also accepted)

Housing Choice Department
hcvrentadjustments@fresnohousing.org
Fax: (559) 445-8980

INSTRUCTIONS: Read all items carefully and answer all questions. Read and sign the owner's acknowledgement and certification. *Attach copies of the 60-day notice of rent increase "and" the new lease addendum signed by all parties "if" there are any changes to tenant or owner responsibilities for utilities or appliances.*

Owner:	Tenant:
Phone Number:	Unit Address:
Email:	City/Zip:
Vendor Number (Office Use):	Tenant Code (Office Use):

Check the Applicable Boxes:

- Change in Contract Rent (Attach 60-Day notice)**
 Change in responsibilities for utilities and/or appliances (Attach signed lease addendum)

1. Proposed Rent	2. Effective Date	3. No. of Bedrooms	4. No. of Bathrooms	5. Square Footage	6. Year Built
7. Water <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	8. Garbage <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	9. Sewer <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	10. PGE/So Cal <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	11. Stove <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	12. Refrigerator <input type="checkbox"/> Owner <input type="checkbox"/> Tenant

AMENITIES – Additional information used in determining rent reasonableness

Property Condition <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Average <input type="checkbox"/> Above Average <input type="checkbox"/> Excellent	Building Quality <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Average <input type="checkbox"/> Above Average <input type="checkbox"/> Excellent	Unit type <input type="checkbox"/> Apartment <input type="checkbox"/> Duplex <input type="checkbox"/> House <input type="checkbox"/> Mobile Home <input type="checkbox"/> Town House	Other <input type="checkbox"/> Microwave provided <input type="checkbox"/> Laundry room on site <input type="checkbox"/> Washer/Dryer Hookup <input type="checkbox"/> Washer/Dryer provided <input type="checkbox"/> Dishwasher <input type="checkbox"/> Garbage Disposal
<input type="checkbox"/> Swamp Cooler <input type="checkbox"/> A/C Window/Wall <input type="checkbox"/> A/C Central <input type="checkbox"/> Ceiling Fan <input type="checkbox"/> Other	<input type="checkbox"/> 1 - Carport <input type="checkbox"/> 2 - Carports <input type="checkbox"/> 1 - Car Garage <input type="checkbox"/> 2 - Car Garage <input type="checkbox"/> 3 - Car Garage	<input type="checkbox"/> Gated Community <input type="checkbox"/> Lawn Care <input type="checkbox"/> Pest Control <input type="checkbox"/> Swimming Pool	Upgrades:

Owner Acknowledgement and Certification

The program requires the PHA to certify that the rent charged to the housing choice tenant is not more than the rent charged for other unassisted comparable units. The owner agrees to **reduce** the Housing Assistance Payment (HAP) contract rent in accordance with 24 CFR 982.507 if unassisted comparable units in the area result in a lower reasonable rent.

Owners of projects with more than 4 units must complete the following section for comparable unassisted units leased within the premises in the past 12 months.

Address and Unit Number	Date Rented	Rental Amount
1.		
2.		
3.		

I hereby certify that I am the owner or duly authorized representative of the unit for which this rent adjustment request is being submitted and that a 60 (sixty) day notice of rent increase has been issued to the tenant, and attest that all information is true.

Signature of Owner/Agent _____ Date _____ **ADDITIONAL INSTRUCTIONS ON THE BACK** →

Request for Rent Adjustment/Change in Lease or Rent

OFFICE USE ONLY			
_____	_____	_____	_____
Date Received	Print Reviewer's Name	Reviewer's Signature	Date Complete

Move-In Date:		\$	OLD	NEW
Date Passed HQS:		CR \$		
Rent Requested \$		HAP \$		
Rent Approved \$		TR \$		
<input type="checkbox"/> Rent reasonable test results in a lower contract rent.		URP \$		
<input type="checkbox"/> Request is disapproved due to incomplete information or improper notice to tenant				

Comments:

ADDITIONAL INSTRUCTIONS

Mail, fax or email the completed form, 60-day notice and lease addendum to the address on the front of this form.

- A complete Rent Adjustment form is required for each HCV tenant issued a notice of rent increase or change in lease terms.
- Housing Assistance Payment shall not continue unless Fresno Housing (FH) has approved a new tenancy in accordance with program requirements and has executed a new HAP contract with the owner:
 - o If there are any changes in lease requirements governing tenant or owner responsibilities for utilities or appliances;
 - o If there are any changes in lease provisions governing the term of the lease;
 - o If the family moves to a new unit, even if the unit is in the same building or complex.
- The owner must notify FH of any changes in the amount of rent to owner at least **(60) 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 re-determined by FH in accordance with HUD requirements.

You should receive the results of your request within **45-60 days** after the request is received. There can be **NO** change in the tenant's portion of rent or housing assistance payment until this process is complete.

Do you have questions? Call Owner Services at (559) 443-8400 ext. 5622, or e-mail us at hcrentadjustments@fresnohousing.org Monday thru Thursday and alternating Fridays from 8:00 a.m. to 4:30 p.m.

What is a rent adjustment?

A rent adjustment is a formal request to increase or decrease the existing contract rent. The owner/agent can request that the contract rent be increased or decreased. The following steps must take place before the request can be approved:

- The owner/agent must submit a **COMPLETED** Rent Adjustment form to the Housing Authority (HA).
- The unit must have passed Housing Quality Standard inspection within the last twelve months.
- The effective date of the change will be the first day of the month. Effective dates cannot fall in the middle of a month. Example: 60 day notice served December 10, 2018; effective 02/10/2019; rent adjustment effective date will be 03/01/2019.
- In order for the rent adjustment to be effective in a timely manner, the Housing Authority must receive the documents within 10 business days from the date notice was served to the tenant.

What happens when my rent adjustment is disapproved?

If the request is disapproved, **ALL** documents will be returned to you with a letter stating why the increase was disapproved. Here are a few reasons why the request would be disapproved:

- The Rent Adjustment form was turned in without a 60-day notice, or the 60-day notice is turned in without the form.
- The unit has not passed a HQS inspection within the past 12 months.
- The Rent Adjustment form is incomplete, i.e. not all boxes are complete, missing signature, etc.
- The tenant is in the transfer process or moved completely from the unit.
- The unit is at maximum rent based on comparable units within the area and the rent cannot be negotiated.
- The tenant has lived in unit for less than one (1) year.