

PROCEDURES FOR REQUESTING A CONTRACT RENT INCREASE

If you are a property owner/agent and are interested in increasing the amount on your rental property contract, please read the following procedures and complete the attached form. Submit the completed form to the HOUSING AUTHORITY OF THE COUNTY OF KERN, Attention: Section 8 Department.

- Requests for rental increases will be considered at the time of the annual recertification of eligibility for the Section 8 participant. Landlords can download a standard form for requesting a rental increase 90 days prior to participant's recertification.
- Rent increases will be considered **once** per year for each HAP contract.
- Once your application has been received, the HOUSING AUTHORITY OF THE COUNTY OF KERN will evaluate and compare your unit with comparable units in the market to establish a "standard allowable rent amount". ***Be advised that if it is determined a decrease is necessary, a downward adjustment will be made.*** This process will take between 60-90 days to complete. To expedite this procedure, we suggest you submit rental comparables with your request.
- If it is determined an increased rental amount is allowable, the effective date will coincide with the participant's annual recertification date. Additional increases will not be considered for 12 months following the last increase.



HOUSING AUTHORITY

OF THE COUNTY OF KERN

Creating brighter futures...one home, one family at a time

Date

Owner/Agent: _____

Owner/Agent Address: _____

City, State, Zip: _____

Owner/Agent Phone Number: _____

Email: _____

RE: ANNUAL CONTRACT RENT INCREASE REQUEST – **July 1, 2019**

To be considered for a contract rent increase, this form must be completed entirely and returned 90 days prior to the above date. The HOUSING AUTHORITY OF THE COUNTY OF KERN is mandated to ensure rents are reasonable and comparable with unassisted units in the market. Therefore, if after evaluating the current market rates, it is determined an adjustment is necessary, an adjustment will be made – even if it requires a **reduction**.

Unit Address: _____

Participant: _____

Lease/Contract Effective Date: _____

Date of Last Rent Adjustment: _____

Number of bedrooms in Unit: _____

Current Contract Rent: \$ _____

I request a rent increase to the amount of: \$ _____

Signature of Owner / Agent: _____ Date: _____

Sincerely,

Rosa Orozco
Housing Coordinator

