

## 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*

## ANNUAL CONTRACT RENT INCREASE REQUEST

The following information is required before any consideration can be given to approve a contract rent amount for a new move-in, or for an annual rent increase on a lease renewal. All information must be completed. Incomplete forms may result in a denial of request.

Owner/ Agent Name:		Participant/Resident Name:	
Owner/Agent Address:		Vendor Code:	
Unit Address:	City:	State:	Zip
Square Footage:	Year Built:	# of Bedrooms:	
# of Bathrooms:	# of Half-Bathrooms (Powder Rooms):	Lease/Contract Effective Date:	

**Unit Type:**  Manufactured/Mobile Home  Single Family/Unattached  Duplex/Semi-detached  
 Townhouse  Rowhouse  Low-rise/Apartments/Multifamily  High-rise Apartments with Elevator

**Unit Condition:**

- Excellent – usually new construction with all new appliances
- Good – unit has upgrades within the last 12 months such as modern kitchen or bath, containing new cabinets, granite counter-tops, and fixtures; or maintained landscaping/gardening
- Fair – minimum repairs needed
- Poor – many repairs needed

**Amenities Provided by Owner:**

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Attic/Basement                    | <input type="checkbox"/> Business/Fitness Center     | <input type="checkbox"/> Cable/Internet Ready | <input type="checkbox"/> Carpeting                         |
| <input type="checkbox"/> Ceiling Fan                       | <input type="checkbox"/> Central A/C unit            | <input type="checkbox"/> Ceramic Tile Floors  | <input type="checkbox"/> Clubhouse                         |
| <input type="checkbox"/> Covered and/or Off-street Parking | <input type="checkbox"/> Deck/Balcony/Patio or Porch | <input type="checkbox"/> Dishwasher           | <input type="checkbox"/> Elevator                          |
| <input type="checkbox"/> Garage                            | <input type="checkbox"/> Garbage Disposal            | <input type="checkbox"/> Handicap/Accessible  | <input type="checkbox"/> Hardwood Floors                   |
| <input type="checkbox"/> Laundry Facilities                | <input type="checkbox"/> Modern Appliances           | <input type="checkbox"/> Playground/Courts    | <input type="checkbox"/> Pool                              |
| <input type="checkbox"/> Range/Oven                        | <input type="checkbox"/> Refrigerator                | <input type="checkbox"/> Security System      | <input type="checkbox"/> Storage (not garage)              |
| <input type="checkbox"/> Washer/Dryer Hookups              | <input type="checkbox"/> Window/Wall A/C Unit        | <input type="checkbox"/> Working Fireplace    | <input type="checkbox"/> Yard Sprinkler System/Landscaping |

**Other Amenities:** \_\_\_\_\_

**Utilities Provided by Owner:**  Air Conditioning  Cooking  Heating  Electric Sewer  
 Trash  Water  Water Heating

On-site Maintenance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Maintained Landscaping: <input type="checkbox"/> Yes <input type="checkbox"/> No	Current Contract Rent: \$	Monthly Rent Requesting: \$
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Due Date: \_\_\_\_\_ Submit this form to: [rentalincreaserequests@kernha.org](mailto:rentalincreaserequests@kernha.org) by the due date.

VO026 (06/2024)



Tel 661-631-8500 Fax 661-631-9500 TTY 661-631-1047  
601 – 24<sup>th</sup> Street, FRNT · Bakersfield, CA 93301-4142 [www.kernha.org](http://www.kernha.org)





# 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 – **RECERT DATE**

**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,

Housing Coordinator

