

PROCEDURES FOR RENT COMPARABILITY

To implement the “Rent Reasonableness” and “Comparability” section of the Section 8 Administration Plan (Section 9B and 9C respectively) the following procedures will be in effect:

General Guidelines

1. Comparable rents used to determine “rent reasonableness” must be current rents for market rate rentals.
2. Comparable rents used to determine “rent reasonableness” must be for similar rental units. Units will be considered similar taking the following characteristics into consideration: location, size, type, quality and age of the units and the amenities, housing services, and maintenance and utilities provided by the owner (in accordance with 24 CFR 982.507(b)).
3. Comparable rents used to determine “rent reasonableness”: must be for units within the same zip code. If there are no comparable units within the same zip code, then adjacent zip codes will be considered within a 5-mile radius, *if the Housing Coordinator determines that such units are in a neighborhood that is essentially similar.*

Specific Procedures

A. Housing Coordinator or Specialist will log on to EZ-Reasonable Rent Determination website, using an assigned User ID and password. The subject unit information will be entered into the database from the landlord’s completed Certification of Rent Reasonableness, and the system will provide a rent average based on all information considered. The 3 most similar comparable units will be used. If the requested rent amount is equal to or below the average comparable rent amount, the requested rent amount will be approved. If the requested rent amount is higher than the averaged comparable rent amount, the requested rent amount will be denied, but may be negotiated with the landlord.

B. The Housing Specialist will communicate to the owner/manager of the unit whether the amount of the rent he/she is requesting is within the reasonable rent level determined by the Housing Authority of the County of Kern (HACK). If requested, information on units used as comparables may be shared with the owner/ manager.

PROCEDURES FOR RENT COMPARABILITY AND RENT NEGOTIATIONS

Opportunity for Review of Reasonable Rent Level, When Owner/ Manager Disagrees

1. When an owner/manager has been informed the requested rent is not reasonable, the owner may accept the amount that is reasonable. The owner/manager must provide the acceptance of the lower rent amount in writing.
2. When an owner/manager of property disagrees or declines with the reasonable rent level set by HACK, they may submit a written request for a review to the Housing Coordinator, within ten (10) days of the determination of reasonable rent by HACK.
 - a. Upon receipt of a request for review, the owner/ manager will be given the opportunity to supply other comparables for the unit in question. An owner/ manager may provide up to three (3) comparables, but must provide them within five (5) calendar days of the date of the review request. Comparables submitted by an owner/ manager will be considered along with the comparables used by HACK, and three that are most like the subject unit will be used to, again, compute an average, which will be the reasonable rent level. “Most alike” in this context will be determined based on physical nearness to the subject unit (location) and similarity in amenities and condition.
 - b. The owner/manager will be notified in writing of the decision regarding the reasonable rent level, within ten (10) business days of the date of receipt of owner’s comparables.
3. The Request For Tenancy Approval (RFTA), Form HUD-52517 (06/2003) was revised to add information from owners of multifamily properties on the rents charged for three (3) recent rentals of comparable unassisted units in the same complex. HACK can use copies of three (3) current leases for unassisted rentals in the same complex as documentation of rent reasonableness, along with a copy of the property rent roll. Reference: PIH 2003-12, form HUD-52517 (06/2003).



HOUSING AUTHORITY

OF THE COUNTY OF KERN

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

CERTIFICATION OF RENT REASONABLENESS

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:	or New Vendor: <input type="checkbox"/> Yes <input type="checkbox"/> No
Unit Address:	City:	State:	Zip
Square Footage:	Year Built:	# of Bedrooms:	
# of Bathrooms:	# of Half-Bathrooms (Powder Rooms):	Requested Monthly Rent Amount:	

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 – Complete renovation and/or new construction with all new appliances and floors
 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, meets HUD’s Housing Quality Standards
 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	Owner Name (print):	Date:
--	---	---------------------	-------

Signature: _____

OP008 (08/2024)

