

## 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 four to six weeks prior to the scheduled annual unit inspection.
- 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: \_\_\_\_\_

RE: ANNUAL CONTRACT RENT INCREASE REQUEST – **August 2016**

**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

