

Note: Rent Increase must be requested 60 days prior to the effective date of the rent increase.

HUD Policies on Rent Reasonableness and Comparability

HUD requires 60-day notice to the Housing Choice Voucher Department for a requested rent increase. This permits the department adequate time to perform a rent comparability review for a dwelling unit and allows for a 30-day notice to our customer when their rent portion changes.

HUD requires that Housing Authority's must ensure that rents charged by owners to housing choice voucher program participants are reasonable. This determination involves two comparisons. First, the PHA must compare the rent for the voucher unit to rents for similar unassisted units in the marketplace. Second, the PHA must compare the rent to rents for similar units on the premises.

PHAs must determine rent reasonableness in all of the following four instances:

- Before entering into a HAP contract.
- Before any increase in the rent to owner.
- If there is a five percent decrease in the published FMR
- If directed by HUD.

In conducting rent reasonableness, the PHA must determine whether the rent to the owner is a reasonable rent in comparison to rent for other comparable unassisted units. In determining comparability, the PHA must consider:

- Location, quality, size, unit type, and age of the contract unit, and
- Amenities, housing services, maintenance, and utilities the owner must provide under the lease.

By accepting each monthly housing assistance payment from the PHA, the owner certifies that the rent to owner is not more than rent charged by the owner for comparable unassisted units on the premises. The owner must provide information requested by the PHA on rents charged by the owner for other units on the premises. The language of the HAP contract states this requirement.

Amenities that add value to a rental unit include: A/C (central is more valuable than window units), dishwasher, garbage disposal, washer/dryer, balcony, patio, private fenced yard, community room, playground, garage, and the like. Generally, the replacement of items due to normal wear and tear are not considered an amenity unless the replacement quality is significantly higher; normal wear and tear items include carpet, refrigerator, painting, etc. Good landscaping and well-maintained shrubbery and trees add to the value of a dwelling unit.

Rental Unit Characteristics

Street Address: _____ **Zip Code:** _____

Unit Type: Apartment/Garden Walk-Up (4 stories or less)

Apartment High Rise with elevator (5 stories or more)

Townhome/Row House Semi-Detached/Duplex

Single Family Detached Manufactured/Mobile Home

Unit Size: Small Medium Large

Number of Bedrooms: _____ **Number of Bathrooms:** _____

Year Built: _____ **Unit Age:** 0-5 years 6-20 years 21-50 years 50+ years

Owner Provided Amenities:

- | | | |
|--|--|---|
| <input type="checkbox"/> Basement/Attic | <input type="checkbox"/> Elevator | <input type="checkbox"/> Pool |
| <input type="checkbox"/> Business/Fitness Center | <input type="checkbox"/> Energy Efficient Cert. Unit | <input type="checkbox"/> Range Oven |
| <input type="checkbox"/> Cable/Internet Ready | <input type="checkbox"/> Fenced/Gated Property | <input type="checkbox"/> Refrigerator |
| <input type="checkbox"/> Ceiling Fans | <input type="checkbox"/> Garbage Disposal | <input type="checkbox"/> Security System |
| <input type="checkbox"/> Central Air/Ac Unit | <input type="checkbox"/> Garage | <input type="checkbox"/> Storage |
| <input type="checkbox"/> Ceramic Tile Floors | <input type="checkbox"/> Handicap Accessible | <input type="checkbox"/> Washer/Dryer Connections |
| <input type="checkbox"/> Clubhouse | <input type="checkbox"/> Hardwood Floors | <input type="checkbox"/> Window/Wall A/C Unit |
| <input type="checkbox"/> Covered and on/off Street Parking | <input type="checkbox"/> Laundry Facilities | <input type="checkbox"/> Working Fireplace |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Modern Appliances | |
| <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Playground/Courts | |
| <input type="checkbox"/> Other _____ | | |

Owner Provided Utilities:

- | | | | |
|---|---|----------------------------------|---|
| <input type="checkbox"/> Air Conditioning | <input type="checkbox"/> Cooking | <input type="checkbox"/> Heating | <input type="checkbox"/> Other Electric |
| <input type="checkbox"/> Sewage | <input type="checkbox"/> Trash Collection | <input type="checkbox"/> Water | <input type="checkbox"/> Water Heating |

Housing Services (eg, lawn care) Landlord provided services No services

Maintenance: Owner Provided Onsite Owner Provided Offsite No Maintenance