

RENTAL INCREASE PROCESS

On April 1, 2006 the Board of Directors for the Raleigh Housing Authority (RHA) approved changes to the Administrative Policy for the Section 8 Housing Choice Voucher Program at RHA related to the processing of request for rental increases. Rental increases must be requested per the guidelines below. In addition, RHA is required to review each rental increase to determine if the requested rent is reasonable in comparison with similar unassisted properties. Approval of rental increase request is at the discretion of the Housing Authority in accordance with HUD policy and the Authority's administrative procedures.

Below is an overview of the process. These steps are currently being used by the Raleigh Housing Authority's Leased Housing Department and must be followed in order for the rental increase request to be promptly processed.

1. The tenant must be notified in writing with a copy to RHA. There must be one letter per tenant.
2. The letter must include the following information:

-Tenant name	-Unit address	-List of amenities for unit
-Number of bedrooms	-Current Rent	-Requested rent
-Year unit was built		
3. The request must be received no more than 90 days and not less than 60 days from tenant's recertification date. (Landlords receive notice of the **annual inspection** 90 days prior to the tenant's recertification date.)

Please note that request for rental increase **will not be considered for any** of the following reasons:

- The request is received less than 60 days from the tenant's recertification date.
- The current rent exceeds the HUD published Fair Market Rent (FMR) amount.
- The unit has been in abatement during the 12 months proceeding the rental increase request; OR
- The tenant has not completed on year in the lease.

DETERMINATION OF RENT REASONABLENESS

RHA assigns points for unit location, quality of unit, square footage, unit type, unit age, amenities (verified during inspection), housing services, maintenance, and utilities provided by owner. A comparison of the rent with the current FMR is conducted in addition; rental information is pulled from three comparables on non-assisted units from a database maintained by the Inspection Division to determine if the rental request is fair and equitable. Rental increases that are approved will be made only during a tenant's recertification month. A letter will be sent to notify the landlord if the increase is declined with a copy to the tenant.

Please note that the Housing Assistance Payment contract between RHA and the Landlord prohibits requesting additional money from the tenant or termination of the tenant due to non payment by the Housing Authority. (See HAP contract, Part C, Section 4d and e.)