



CITY OF TUCSON
HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT
HOUSING ASSISTANCE DIVISION

Housing Choice Voucher Program
Rental Increase Request Procedure

A landlord can submit a rental increase to the City of Tucson Housing and Community Development Department. When the request is received it is logged on the spreadsheet entitled “Request for Rental Increase” and the request will be entered in the spreadsheet under the appropriate year.

The assigned Housing Specialist will complete a Rent Reasonableness in accordance with 24 Code of Federal Regulations (CFR) 982.507(4), which stated: *“at all times during the assisted tenancy the rent to owner may not exceed the reasonable rent as most recently determined or re-determined by the PHA.”*

The Housing Specialist will submit the Request for Rental Increase Form and Rent Reasonableness for the request to the Community Service Manager or his/her designee to review completeness, rent reasonableness and timeliness of submission.

If approved, the Community Service Manager or his/her designee will send notification to the landlord of the new contract amount and the effective date of the increase; if the request is denied the landlord will receive a denial letter for the request.

When the request is approved the Housing Specialist will process an annual recertification or interim change for the new approved contract rent.



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Landlord Rental Increase Request Instructions

A request for rental increase must comply with **all** of the following requirements before the City of Tucson Housing and Community Development (City of Tucson HCD) can approve the request.

A request for a rental increase must comply with all of the following requirements before the City of Tucson HCD can approve the request:

- (1) You must provide confirmation that your tenant will sign an amended lease agreement for the requested rent. This is verified by having the tenant sign the Rent Increase Request form prior to submission to City of Tucson HCD.
- (2) All rental rent adjustments will be effective the first of the month following 60 days after the receipt of the owner's request or on the date specified by the owner whichever is later
- (3) The amount requested cannot exceed the rents for comparable unassisted units in the same neighborhood of the assisted unit.
- (4) For multi-family apartment building or complex with four (4) or more units, please submit your current rent schedule.

A Rent Reasonableness test is conducted for all rental increase request submitted. If the results of this test indicate that an amount less than your current contract rent should be paid, the City of Tucson Housing and Community Development (CITY OF TUCSON HCD) is required to reduce your contract rent accordingly. This is mandated by the 24 Code of Federal Regulations (CFR) 982.507(4), which states: "*at all times during the assisted tenancy the rent to owner may not exceed the reasonable rent as most recently determined or re-determined by the PHA.*"

In addition, please note the procedures for processing a Rental Increase Request:

- (1) Only one (1) request per unit will be processed by CITY OF TUCSON HCD during any twelve (12) month period.
- (2) Submit a new lease addendum accepting the approved annual rent increase.

IMPORTANT NOTICE:

Tenant portion may increase by some or the entire approved rental increase amount.

Rent Increase Request Form

ALL FIELDS MUST BE COMPLETED. REQUEST MUST BE SUBMITTED AT LEAST 60 DAYS PRIOR TO ANNIVERSARY. ANY INCOMPLETE FORMS MAY BE DELAYED OR REJECTED.

Property and Participant Information

Landlord Name _____ Landlord Vendor Number _____
 Landlord Email Address _____ Landlord Phone Number _____
 Property Name (if applicable) _____ Participant Name _____
 Unit Address _____ Participant SSN _____
 City _____ State _____ Zip _____
 Sq. Feet _____ Year Built _____ #. Of Bedrooms _____ # of Bathrooms _____ Total # of Units in _____
 Building/Complex Type of Residence (select one): Detached (townhouse/villa, duplex) Multi-Family (5+ units: high-rise, low-rise)
 Single Family Detached

Amenities Provided by Property Owner

Washer/Dryer W/D hookups Dishwasher Garbage Disposal Ceiling Fan Pool
 Porch Balcony Deck Lawn Maintenance Pest Control Alarm System
 Off-Street Parking Garage Parking - # spaces: _____ Carport Parking - # spaces: _____
 Other: _____

Utilities and Appliances

Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.

Item Type	Specify Fuel Type	Provided by	Paid by O = Owner T = Tenant
Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Electric <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil <input type="checkbox"/> Heat Pump		
Cooking	<input type="checkbox"/> Natural gas <input type="checkbox"/> Electric <input type="checkbox"/> Bottle gas		
Water Heating	<input type="checkbox"/> Natural gas <input type="checkbox"/> Electric <input type="checkbox"/> Bottle gas <input type="checkbox"/> Oil		
Other Electric			
Water			
Sewer			
Air Conditioning	<input type="checkbox"/> Central A/C <input type="checkbox"/> Window Unit A/C		
Refrigerator			
Range/Microwave			
Other (specify)			

Rent Increase Request

Current Contract Rent
Contract Rent Request

Participant Signature _____ Date _____

Owner Signature _____ Date _____

CITY OF TUCSON HCD Rent Determination

Pursuant to Section B. 6 of the HAP contract, the Housing Authority of the City of Tucson Housing and Community Development (CITY OF TUCSON HCD) has reviewed your rent increase request to determine if the requested rent is reasonable and that it does not exceed other comparable market rate rents. The following details CITY OF TUCSON HCD's acceptance decision.

YES Your rent increase request is reasonable with other market rate rents and will be effective on the renewal date _____ of your HAP contract.

ADJUSTED Your rent increase request has been determined not to be reasonable with other market rate rents at this time, but has been adjusted to a rate that is reasonable. The adjustment rent amount is \$ _____, effective on the renewal date _____ of your HAP contract.

NO Your rent increase request has been determined not to be reasonable with other market rate rents at this time. Please resubmit your request 120 days before your next annual HAP contract renewal.

NO Your rent increase request was received late and the comparable analysis will not be conducted at this time. Please resubmit your renewal 120 days before your next annual HAP contract renewal.

HCD Signature _____ Date _____