



Comparable Request

Unit Address: _____

Tenant: _____

HA Name: _____

Account: _____

Proposed Effective Date: _____

Printed name of person completing this form: _____

Phone number: _____

Section A:

Unassisted Units in the same complex (units that are not currently subsidized by the Section 8 program or are not Tax Credit units) which have been rented for approximately the same length of time as the assisted unit:

Tenant Name	Rent Amount	Move-In Date
Address of Unit (Include Apt. No.)	# of bedrooms	# of bathrooms
Tenant Name	Rent Amount	Move-In Date
Address of Unit (Include Apt. No.)	# of bedrooms	# of bathrooms

How many units of the same bedroom size as the unit occupied by the Section 8 tenant are in this complex? _____

Section B:

Is this unit Rent Restricted? _____ Yes _____ No

If yes, which program?

- _____ Tax Credit _____ Section 221 (d) (3) (BMIR)
- _____ Section 236 (Insured or Non-insured) _____ Section 515 Rural Development
- _____ HOME program _____ Section 202
- _____ Other (Describe other subsidy, including any State or Local subsidy)

IF THE REQUESTED COMPARABLES FOR YOUR UNASSISTED MARKET UNITS ARE NOT RECEIVED BY THE DUE DATE, THERE WILL BE NO FURTHER REVIEW OF THIS RENT CHANGE REQUEST.

FAX OR MAIL COMPLETED FORM TO:

San Diego Housing Commission
1122 Broadway, Suite 300
San Diego, CA 92101
FAX: (619) 578-7362



GUIDELINES FOR REQUESTING RENT INCREASES

1. **60-Day Notice of Rent Increase:** Send a letter or other written notice to your tenant with a copy to the housing commission containing the following information:
 - a. Date of your notice to tenant;
 - b. Name of Section 8 tenant and full address of the applicable property;
 - c. Total amount of the new rent (must be one specific dollar amount; reviews for notices which provide a tenant with a “choice” of contract rent amounts in advance will automatically be postponed until SDHC is notified, in writing, of the actual rent amount to be requested); and
 - d. Date rent change will become effective (must be the 1st day of the month following a full 60-day notice of the increase).
2. **Is a New Lease Required?** No, a new lease/HAP contract is not required for leases that renew on a month to month basis unless other lease terms (such as utilities) are changing.
3. **When Executing a New Lease in Combination with the Rent Increase:** If a new lease is required or the owner/manager is requesting a new lease then a new HAP contract must be executed. A copy of the new six (6) or twelve (12) month lease (signed and dated by both parties) must be provided to the Housing Commission before we can initiate the rent increase.
4. **The Housing Commission Must Receive the 60-Day Notice of Rent Increase Timely:** If the Housing Commission receives the 60-day notice of rent increase after the 10th of the month, the effective date of the rent increase will be postponed.
5. **Acknowledgement Letter:** The Housing Commission will send an acknowledgement letter to owner/manager within 10 business days and request any additional information that is needed. The review for rent reasonableness can take 30-60 days. You and your tenant will receive a letter from the Housing Commission when the review has been completed, along with a new Rent Portion Letter.
6. **Comparable Request Form:** If you are requesting a rent increase for an apartment, high-rise or other multifamily unit, you will be asked to complete the Comparable Request form. You must provide rental information for two comparable units within the same complex which are NOT subsidized by the Section 8 program or Tax Credit units. These units must be rented at or above the request rent amount. Consideration may be taken if similar units are unavailable in the complex or if rent is being raised throughout the complex with the same effective date as subsidized unit. This form must be completed and returned with 10 days
7. **Avoid Postponement of the Effective Date** by providing necessary documents timely. The effective date for a rent increase which does not provide the appropriate 60-day notice of requested documentation in a timely manner will be postponed to allow for the appropriate amount of time.

Please contact the Housing Commission Inspection Department with any questions regarding rent increases at (619) 578-7650.