

# Rent Increase Process Update

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## How to submit a rent increase:

- The original written request for a rent increase must be ***addressed and served to the tenant*** providing at least **60 days** written notice of the proposed rent increase to the tenant.
- The tenant's rent increase notification must include the name of the tenant and the address of the assisted unit. It also must include an effective date and the amount of the increase. Increases that state a percentage or various leasing increase options **will not** be processed.
- A copy of the rent increase may be hand delivered, mailed, faxed, or emailed to the Housing Authority:

**Attn: Housing Program Specialist (HPS Team).**  
**2870 Howe Road, Martinez, CA 94553.**  
**Fax number: (925) 957-1280.**

**Email address is [HPS@contracostahousing.org](mailto:HPS@contracostahousing.org)**

## HACCC Policy

The PHA (HACCC) will determine whether the requested increase is reasonable. The owner will be notified of the receipt of the request. The owner will also be notified in writing of the approval, partial approval, or disapproval of the rent increase requested. The tenant rent remains the same until the rent increase is approved and a letter has been issued.

## **All approved rent adjustments will be effective the first of the month following:**

- a. **60 calendar days** after the postmark date or fax date confirmation of the owner's request; or
- b. The date the unit passed its latest inspection; or
- c. On the date specified by the owner, whichever is later

## **The approval / disapproval of a rent increase is based on the following limiting factors:**

- The Housing Assistance Payments Contract does not permit an increase in contract rent during the initial term of the lease.
- The requested rent must not exceed rents charged for comparable unassisted units in the same building, property or premises.
- The requested rent must be reasonable in comparison to rent for other comparable unassisted units in the geographic area.