



Request for Rent Adjustment/Changes in Lease or Rent

Mail to: HCV Owner Services
 1331 Fulton Street
 Fresno, CA 93721

Housing Choice Department
hcvrentadjustments@fresnohousing.org
 Fax: (559)445-8980
(email and fax accepted)

INSTRUCTIONS: Read all items carefully and answer all questions. Read and sign the owner’s acknowledgement and certification. Attach copies of the 60-day notice of rent increase and the new lease addendum signed by all parties “if” there are any changes to tenant or owner responsibilities for utilities or appliances.
 Please note, effective January 1st, 2022, the owner/agent can request to increase or decrease the contract rent after the initial lease term or after one year has lapsed from the most recent effective date of the HAP contract. Rent adjustments to owners will only be considered **once** in a 12-month period.
California law AB1482 limits the amount your rent can be increased. See Section 1947.12 of the Civil Code for more information.

Owner:		Tenant:	
Phone Number:		Unit Address:	
Email:		City/Zip:	

Check the applicable boxes:

- PHA Owned
- Change in Contract Rent (Attach 60-Day notice)
- Change in responsibilities (utilities/appliances)
- AB-1482 Exempt (informational link here) <https://fresnohousing.org/wp-content/uploads/2021/09/AB-1482-QA.pdf> (Attach docs)

1. Proposed Rent	2. Effective Date	3. # of Bedrooms	4. # of Bathrooms	5. Sq. Footage	6. Year Built
7. Water <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	8. Garbage <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	9. Sewer <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	10. PG&E/So Cal <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	11. Stove <input type="checkbox"/> Owner <input type="checkbox"/> Tenant	12. Refrigerator <input type="checkbox"/> Owner <input type="checkbox"/> Tenant

AMENITIES-Additional Information used in determining rent reasonableness

<p>Property Condition</p> <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Average <input type="checkbox"/> Above Average <input type="checkbox"/> Excellent	<p>Building Quality</p> <input type="checkbox"/> Poor <input type="checkbox"/> Fair <input type="checkbox"/> Average <input type="checkbox"/> Above Average <input type="checkbox"/> Excellent	<p>Unit Type</p> <input type="checkbox"/> Apartment <input type="checkbox"/> Duplex <input type="checkbox"/> House <input type="checkbox"/> Mobile Home <input type="checkbox"/> Town House	<p>Other</p> <input type="checkbox"/> Microwave Provided <input type="checkbox"/> Laundry room on site <input type="checkbox"/> Washer/Dryer Hookup <input type="checkbox"/> Washer/Dryer provided <input type="checkbox"/> Dishwasher <input type="checkbox"/> Garbage Disposal
<p>Cooling System</p> <input type="checkbox"/> Swamp Cooler <input type="checkbox"/> A/C Window/Wall <input type="checkbox"/> A/C Central <input type="checkbox"/> Ceiling Fan <input type="checkbox"/> Other	<p>Parking</p> <input type="checkbox"/> 1-Carport <input type="checkbox"/> 2-Carports <input type="checkbox"/> 1-Car Garage <input type="checkbox"/> 2-Car Garage <input type="checkbox"/> 3-Car Garage	<p>Community</p> <input type="checkbox"/> Gated Community <input type="checkbox"/> Lawn Care <input type="checkbox"/> Pest Control <input type="checkbox"/> Swimming Pool	<p>Upgrades:</p>

(See Acknowledgement and Certification on next page)

Owner Acknowledgement and Certification

The program requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. The owner agrees to reduce the Housing Assistance Payment (HAP) contract rent in accordance with 24 CFR 982.507 if unassisted comparable units in the area result in a lower reasonable rent.

Owners of projects of more than 4 units must complete the following section for comparable **unassisted** units leased within the **premises** in the past 12 months.

Address and Unit Number	Date Rented	Rental Amount
1.		
2.		
3.		

I hereby certify that I am the owner or duly authorized representative of that unit for which this rent adjustment request is being submitted and that a 60 (sixty) day notice of rent increase has been issued to the tenant, and attest that all information is true. I understand if all documents are not received then my request will be denied.

Signature of Owner/Agent

Date

OFFICE USE ONLY

_____ Date Received	_____ Reviewer's Name	_____ Reviewers Signature	_____ Date Completed
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Move in Date:		\$	Old	New
Date Passed HQS:		CR\$		
Rent Requested:		HAP \$		
Rent Approved:		TR \$		
<input type="checkbox"/> Rent Reasonable test results in a lower contract rent		URP \$		
<input type="checkbox"/> Request is disapproved due to incomplete information or improper notice to tenant				

Comments:

Additional Instructions

- Mail, fax or email the completed form, 60-day notice and lease addendum (if applicable) to the address on the front of this form.
- A complete Rent Adjustment form is required for each HCV tenant who were issued a notice of rent increase or change in lease terms.
- Housing Assistance Payment shall not continue unless Fresno Housing (FH) has approved a new tenancy in accordance with program requirements and has executed a new HAP Contract with the owner.
 - If there are any changes in lease requirements governing tenant or owner responsibilities for utilities or appliances;
 - If there are any changes in lease provisions governing the term of the lease;
 - If the family moves to a new unit, even if the unit is in the same building complex.
- The owner must notify FH of any changes in the amount of rent to owner at least 60(sixty) days before any such changes go into effect, and the amount of the rent to owner following any such agreed change may not exceed the reasonable rent for the unit as most recently determined or re-determined by FH in accordance with HUD requirements.
- If you are EXEMPT from AB1482 the box must be marked and documentation attached to the rent increase request form. If it is not, then the maximum amount approved per AB1482 will be allotted after the rent reasonable evaluation.

You should receive the results of your request within 45-60 days after the request is received. There can be **NO** change in the tenant's portion of rent or housing assistance payment **UNTIL** this process is complete.

What is a Rent Adjustment?

A rent adjustment is a formal request to increase or decrease the existing contract rent. The owner/agent can request that the contract rent be increased or decreased. The following steps must take place before the request can be approved:

1. The owner/agent must submit a **COMPLETED** Rent Adjustment form to Fresno Housing (FH)
2. The unit must have passed Housing Quality Standard Inspection within the last twelve months.
3. The effective date of the change will be the first day of the month. Effective dates cannot fall in the middle of the month.
 - a. Examples: 60 Day Notice served December 10th, 2023; effective 2/10/2024; rent adjustment effective date will be 3/1/2024.
4. In order for the rent adjustment to be effective in a timely manner, Fresno Housing must receive the documents within 10 business days from the date notice was served to the tenant. Requests received after 10 days will be processed in the order they're received and may not be approved for the requested effective date.

What happens when my rent adjustment is disapproved?

If the request was disapproved, **ALL** documents will be returned to you with a letter stating why the increase was disapproved. Here are a few reasons why the request would be disapproved:

- The Rent Adjustment form was turned in without a 60-day notice, or the 60-day notice is turned in without the form.
- The unit has not passed an HQS inspection within the past 12 months.
- The Rent Adjustment form is incomplete, i.e. not all boxes are complete, missing signature, etc.
- The tenant is in the transfer process or moved completely from the unit.
- The unit is at maximum rent based on comparable units within the area and the rent cannot be negotiated.
- The tenant has lived in unit for less than one (1) year.

If you have questions, you may call Owner Services at (559)443-8400 ext. 5622, or email at hcvrentadjustments@fresnohousing.org