



Housing Authority of the City and County of San Francisco
Rent Increase Request Form

Rent Increase Request Form

Rent Increase Policy: This Rent Increase Request form must be submitted at least sixty (60) days prior to the effective date of the requested rent increase. You may not increase the family's share without prior written approval from the Housing Authority of the City and County of San Francisco (Authority).

Rent Reasonableness Policy: Per federal regulation 24 CFR 982.507 the Authority will conduct a test to determine if the rent you are requesting is reasonable. The rent charged for an assisted unit must be reasonable in relation to rents currently being charged for comparable units in the private unassisted market and must not be in excess of rents currently being charged. Rent controlled units are subject to rent ordinance and rent limitations.

Participant Name	Client ID	
Street Address	Apartment Number	Complex Name, if applicable
City	State, Zip Code	
Owner or Company Name	Vendor ID	Main Telephone Number
Mailing Address	City	State, Zip Code
E-mail Address	Telephone Number	Agent Name, if applicable

Property Description and Rent Information:

Current Rent: _____ Requested Rent: _____ Effective Date: _____

of Bedrooms: _____ # of Bathrooms: _____ Square Footage: _____ Year Built: _____

Structure Type:

<input type="checkbox"/> Single Family Detached Home	<input type="checkbox"/> Low Rise	<input type="checkbox"/> Semi-Detached/Duplex
<input type="checkbox"/> High-Rise w/Elevator	<input type="checkbox"/> Rowhouse/townhouse	<input type="checkbox"/> Manufactured Home



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Owner Provided Amenities (check appropriate boxes):

Flooring:	<input type="checkbox"/> Carpeting	<input type="checkbox"/> Hardwood	<input type="checkbox"/> Vinyl	<input type="checkbox"/> Tile
Maintenance:	<input type="checkbox"/> Lawn/Gardening	<input type="checkbox"/> Pest Control	<input type="checkbox"/> Pool Cleaning	
Other:	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Balcony/Patio	<input type="checkbox"/> Cable-ready	<input type="checkbox"/> Ceiling Fans
	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Pool	<input type="checkbox"/> Fenced Yard	<input type="checkbox"/> Fireplace
	<input type="checkbox"/> Granite Countertops	<input type="checkbox"/> Garbage Disposal	<input type="checkbox"/> Washer	<input type="checkbox"/> Dryer
Parking:	<input type="checkbox"/> Garage Parking	<input type="checkbox"/> Covered Parking	<input type="checkbox"/> Street Parking	<input type="checkbox"/> None
504/ADA:	<input type="checkbox"/> Flat/No-Step Entry	<input type="checkbox"/> Ramped Entry	<input type="checkbox"/> Doorways wider than 32"	
	<input type="checkbox"/> Accessible Elevator	<input type="checkbox"/> First Floor Unit	<input type="checkbox"/> Lever-Style Door Handles	
	<input type="checkbox"/> Low Counters	<input type="checkbox"/> Low Vanity	<input type="checkbox"/> Roll-in Shower	
	<input type="checkbox"/> Lowered/Raised Toilet	<input type="checkbox"/> Grab bars	<input type="checkbox"/> "T" Turn or 60" Turning Circle in Bathroom	

Utility Information (check appropriate boxes):

Does the information below indicate a change in the utility responsibilities? Yes No

The owner shall provide or pay for the utilities and appliances indicated below by an "O". The tenant shall provide or pay for the utilities and appliances indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.

Utility	Specify	Paid by
Heating	<input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric	
Cooking	<input checked="" type="checkbox"/> Natural Gas <input type="checkbox"/> Electric	
Water Heating	<input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric	
Other Electric		
Water/Sewer		
Trash		
Refrigerator		
Range/Microwave		
Heating	<input type="checkbox"/> Central <input type="checkbox"/> Wall <input type="checkbox"/> Space <input type="checkbox"/> Floor	



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Participant Acknowledgement and Signature:

I have reviewed this form and acknowledge:

- (1) The Owner’s request for a rent increase and
- (2) That the utility information above correctly describes who is responsible for paying each utility and providing the stove and refrigerator.

By signing below, I understand that this request may result in an increase in my portion of the rent. I also understand that I may exercise my right to relocate with my voucher if I cannot afford my new rent portion.

Print Name (Participant)	Client #
Participant Signature	Date

Owner/Agent Acknowledgement and Signature:

I certify that the information provided on this form is complete and accurate to the best of my knowledge and that the rent requested is not greater than the rent for any other unassisted unit in the building. I understand that the request may result in an increase in the tenant’s portion of the rent and that the tenant may exercise their right to move. By submitting this rent increase request, I understand that the Authority must thoroughly evaluate my request including comparing the requested rent to rents charged for comparable, market-rate units in the vicinity of the requested unit. This could result in one of four outcomes:

- (1) denial of the request to change the rent amount
- (2) a decrease in the current rent amount
- (3) a lower approved rent increase amount or
- (4) an approval of my request to increase the rent amount.

I also understand that the rent for this unit may be reduced or re-determined at any time if the Authority finds that the rent charged by the Owner exceeds rents charged for other comparable unassisted units.

Owner/Agent Signature	Date
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For Office Use Only		
Date Received: _____	Date Completed: _____	Completed by: _____
Approved Rent Increase: _____	Effective Date: _____	