

RENTAL INCREASE INFORMATIONAL NOTICE FOR SECTION 8 LANDLORDS

The Housing Authority of Fulton County (HAFC) policies regarding Rent Increases are as follows:

- The PHA must make a rent reasonableness determination at initial occupancy and whenever the owner requests a rent adjustment.
- The owner and family first negotiate the rent for a unit. The owner must not change the rent during the initial lease term. After the initial occupancy period, the owner may request a rent adjustment in accordance with the owner's lease.
- Subsequent requests for rent adjustments must be consistent with the lease between the owner and the family.
- Rent increases will not be approved unless any failed items identified by the most recent HQS inspection have been corrected.
- For rent increase requests after initial lease-up, HAFC may request owners to provide information about the rents charged for other units on the premises, if the premises include more than 4 units. In evaluating the proposed rents in comparison to other units on the premises HAFC will consider unit size and length of tenancy in the other units.
- HUD requires the PHA to make a determination of rent reasonableness (even if the owner has not requested a change) if there is a 5 percent decrease in the Fair Market Rent that goes into effect at least 60 days before the contract anniversary date. HUD also may direct the PHA to make a determination at any other time. The PHA may decide that a new determination of rent reasonableness is needed at any time.
- HAFC will determine whether the requested increase is reasonable within **ten (10) business days** of receiving the request from the owner. The owner will be notified of the determination in writing.
- **All rents adjustments will be effective the first of the month following sixty (60) days after HAFC's receipt of the owner's request or on the date specified by the owner, whichever is later.**

To begin the rent increase process, you must provide the following documents:

1. A copy of a sixty (60) – day advance written Notice of Intent to Increase the Rent, served to your tenant which contains the following information:
 - a. The notice addressed to the tenant/head of household
 - b. The complete property address, including apartment number if applicable
 - c. The effective date of increase
 - d. The proposed rent amount
 - e. The signature of the owner or agent
 - f. The current date
2. A completed HAFC Rent Increase Request Form. All submitted forms must be legible. ***Failure to complete the form in its entirety will result in the request being denied.***
3. Signed Rent Increase Acknowledgment Form. This form **must** be attached to the HAFC Rent Increase Request Form.

If approved, if a NEW lease is executed, please submit it to the HAFC and a new HAP contract will be executed. If an Addendum is added to the most recent effective lease, a HAP Contract will be executed.

Please be advised that if a rent increase is approved based on the rent reasonableness determination, the Tenant will be responsible for paying the increase in rent.

Please submit the required documents to:
Housing Authority of Fulton County
Housing Choice Voucher Program
Attn: Landlord Liaison
4273 Wendell Drive SW, Atlanta, Georgia 30336-1632