

## RENT INCREASE REQUEST INSTRUCTIONS

Before submitting a rent increase request, please review the following important information.

### IMPORTANT INFORMATION FOR THE OWNER/AUTHORIZED AGENT

- **Rent Increase During the Initial Lease Term** – Rent increase changes must be requested in accordance with the Lease and must be made effective after the initial term of the lease.
- **60-day Notice Requirement** - Request for rent increases must be submitted to the LACDA and the tenant at least 60-days prior to the effective date of the rent change.
- **Ensure Sufficient Notice Is Provided.** Rent increase notices must be submitted in writing to your tenant, with a copy to LACDA, at least 60 days in advance of the effective date of an increase, and attached to the Rent Increase Request Form. Please notify your tenant and the LACDA at the same time of your intent to increase the rent. AHA cannot approve an increase if we do not have a proper copy of your 60-day notice to your tenant. Requests received with less than 60- days' notice will be denied.
- **Rent Roll** – If the unit is in a building with 2 or more units, the owner must attach a rent roll. A rent roll is the owner's up-to-date official ledger/list of **all** rental units in the building or complex. The rent roll must include each unit's address and apartment number, effective date of the current lease, rent amount, bedroom size, and indicate if the units are subsidized or unsubsidized.
- **Wait for LACDA Approval Before Implementing the Increase.** It is important to note that rent increases are not automatically approved. When requesting a rent increase, the LACDA must conduct a rent reasonableness review of the rental market area. The results of the review determine whether or not the request can be approved. This review generally takes an average of 30 days.

### REVIEW OF RENTAL MARKET AREA

The LACDA will compare the information provided with information gathered from a third party rent comparable system to ensure the asking rent is reasonable in relation to current market rents charged by other owners for comparable units in the unassisted market.

For units located in a building with 2 or more units, LACDA will ensure that the asking rent is not higher than rents currently charged on recently leased unassisted tenants in the building.

### SUBMISSION

While the LACDA recommends requests be submitted online via the owner portal, [haportal.lacda.org/Login](http://haportal.lacda.org/Login), requests may also be Faxed to the Alhambra main office - (626) 943-3850. Requests may be mailed to:

**LACDA – Main Office**  
P.O. Box 1503  
Alhambra, CA 91802

**LACDA – Antelope Valley Office**  
2323 E. Palmdale Blvd., Ste. B  
Palmdale, CA 93550

To expedite the request, please include a copy of the tenant's notice.

# RENT INCREASE REQUEST FORM

<b>Owner/Business Name</b>	<b>Primary Phone Number(s)</b>	<b>Secondary Phone Number(s)</b>
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## SECTION TO BE COMPLETED BY OWNER/AUTHORIZED AGENT

<b>Tenant Name</b>		<b>Tenant ID Number</b>		
<b>Unit Address</b>				
<b>Street</b>	<b>Unit #</b>	<b>City</b>	<b>State</b>	<b>Zip</b>

### PART 1: REQUEST

<b>Effective Date:</b> _____		<b>If this unit is subsidized, indicate the type of subsidy:</b>	
\$ _____	\$ _____	<input type="checkbox"/> Tax Credit	<input type="checkbox"/> Section 202
<b>Contract Rent</b>	<b>Proposed Rent</b>	<input type="checkbox"/> Home	<input type="checkbox"/> Section 515 Rural Development
		<input type="checkbox"/> Section 221(d)(3)(BMIR)	<input type="checkbox"/> Other _____
		<input type="checkbox"/> Section 236 (Insured or noninsured)	(Describe other subsidy, include state or local subsidy)

### PART 2: UNIT INFORMATION

**Unit Type (check one)**

<input type="checkbox"/> <b>Single Family Detached</b> (one family under one roof)	<input type="checkbox"/> <b>Semi-Detached</b> (Duplex, attached on one side)	<input type="checkbox"/> <b>Rowhouse/Townhouse</b> (attached on two sides)
<input type="checkbox"/> <b>Low-Rise Apartment Building</b> (4 stories or fewer)	<input type="checkbox"/> <b>High-Rise Apartment Building</b> (5+stories)	<input type="checkbox"/> <b>Manufactured Home</b> (mobile home)
<input type="checkbox"/> <b>Condominium</b>	<input type="checkbox"/> <b>Shared Housing Room</b>	

<b>Square Footage</b>	<b>Number of Bedrooms</b>	<b>Number of Bathrooms</b>	<b>Number of Half-Bathrooms</b>	<b>Number of Units in Building/Complex*</b>
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### PART 3: AMENITIES & HOUSING SERVICES (Check one from each category where applicable)

<b>Heating System:</b>			<b>Cooling System:</b>		
<input type="checkbox"/> Base Board	<input type="checkbox"/> Space Heater	<input type="checkbox"/> None	<input type="checkbox"/> Central	<input type="checkbox"/> Swamp Cooler	
<input type="checkbox"/> Central	<input type="checkbox"/> Window/Wall	<input type="checkbox"/> Radiator	<input type="checkbox"/> None	<input type="checkbox"/> Unknown	
<input type="checkbox"/> Heat Pump	<input type="checkbox"/> Boiler	<input type="checkbox"/> Unknown	<input type="checkbox"/> Other	<input type="checkbox"/> Window/Wall	
<input type="checkbox"/> Other	<input type="checkbox"/> Furnace				

	Available
Laundry Type: <input type="checkbox"/> Washer/Dryer Hook-ups <input type="checkbox"/> Washer Only <input type="checkbox"/> Dryer Only <input type="checkbox"/> On-site Laundry <input type="checkbox"/> Washer/Dryer Provided	<input type="checkbox"/> YES <input type="checkbox"/> NO
Dishwasher:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Garbage Disposal:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Microwave:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Swimming Pool:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Ceiling Fans:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Gated Community:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Parking Type: <input type="checkbox"/> 1-Carport <input type="checkbox"/> 2-Carport <input type="checkbox"/> 1-Car Garage <input type="checkbox"/> 2-Car Garage <input type="checkbox"/> 3-Car Garage <input type="checkbox"/> Assigned <input type="checkbox"/> Unassigned <input type="checkbox"/> 1-Space <input type="checkbox"/> 2 Spaces <input type="checkbox"/> 3+Spaces <input type="checkbox"/> Street <input type="checkbox"/> Covered <input type="checkbox"/> Open <input type="checkbox"/> Driveway <input type="checkbox"/> None	<input type="checkbox"/> YES <input type="checkbox"/> NO

### PART 4: PROPERTY OWNER CERTIFICATION

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that this information is subject to verification by the Los Angeles County Development Authority.

Print your name	Signature	Date
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