

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.
- State and Local Rent Control Laws. In addition to the LACDA's rent reasonableness process, the amount of rent to owner will be subject to rent control limits under State or local laws. Owners must ensure the requested rent is set in accordance with the laws governing the tenancy.
- **HUD Mandated Notice 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.
- State of California Notice 90-day Notice Requirement. If the rent increase is more than 10%, the landlord must provide notice 90 days before it can take effect. (Civ. Code § 827).
- Ensure Sufficient Notice Is Provided to Both the Tenant and the LACDA. 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. You must include any Tenancy Rights notices mandated by local or State rent control laws. Please notify your tenant and the LACDA at the same time of your intent to increase the rent. Generally, rent increases will be effective on the first of the month following 60-days of the LACDA's receipt of a copy of the owners notice to the tenant or on the date specified by the own, whichever is later.
- Owners Certification of Rents Charged. By accepting each monthly housing assistance payments
 from the LACDA, the owner certifies that the rent to the owner is not more than rent charged
 by the owner for comparable unassisted units on the premises. The LACDA may request for an entire
 rent ledger or specific property information.
- Wait for LACDA Approval Before Requesting 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 come from a thirdparty system and determine if the requested amount is in line with market conditions. This review
 generally takes anaverage 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, affordablehousing.com, to ensure the asking rent is reasonable in relation to current market rents charged by other owners for comparable units in the unassisted market. If you request a rent increase, your unit's contract rent will be compared to similar unassisted rental units in the area to determine the reasonable rent. If your contract rent exceeds market rents, the contract rent for the unit will be reduced.

SUBMISSION

While the LACDA recommends rent increase requests be submitted online via the Rent Café Portal at https://housingservices.lacda.org/, requests may also be faxed to the Alhambra main office - (626) 943-3850. Requests may be mailed to:

P.O. Box 1503 Alhambra, CA 91802 LACDA – Antelope Valley Office 2323 E. Palmdale Blvd., Ste. B Palmdale, CA 93550



RENT INCREASE REQUEST FORM

Condominium Building (5+ stories) (mobile home) Space Rent Only	Owner/Business Name				Primary Phone Number(s)			(s) Seconda	Secondary Phone Number(s)		
Unit # City State Zip PART 1- REQUEST Effective Date:	SECTION TO BE C	OMPLE	TED BY OWNE	R/AUTHORIZED /	AGENT						
Street No. Betrooms No. Betrooms No. Half Bathrooms No. Half Bathrooms Suddings/Complex Honor Order O											
## If this unit is subsidized, indicate the type of subsidy: This Unit is subsidized, indicate the type of subsidy: Section 202	Unit Address										
Effective Date:		Street			Unit #		С	ity	State	Zip	
Effective Date:	PART 1: REQUES	ST									
\$ Second Second						subsidized, indic	cate the type				
Contract Rent	•		\$							pment	
Is the rental unit subject to State or Local Pent Control Laws? Yes No							-insured)	escribe other sub			
ART 2: UNIT INFORMATION Init Type (check one) Semi-Detached (Ouplex, Attached to one side) Gatached on two sides)	Is the rental unit su	ubject to S	State or Local R	ent Control Laws?	□Yes	□No		oi iocal si	abolay)		
Semi-Detached Guplex Attached to one side) Galacter one rool	If Yes, is the renta	l unit con	trolled by: C	A State Loc	al						
Semi-Detached Semi-Detache	PART 2: UNIT INFO	RMATIO	N								
Courbine Agramment Building Condominium					□ co: D-1-	- ahad			□ Daniel -	oo/Tourshaus	
Condominium	(one family under one roof)			_							
Shared Housing Shared Housing Shared Housing Shared Housing Square Footage No. Bedrooms No. Bathrooms No. Half Bathrooms No. of Units in Buildings/Complex	☐ Low-Rise Apartment Building			☐ High-Rise Apartment				☐ Manuface	ctured Home		
Square Footage	(4 stories or fewer) Condominium										
Ruildings/Complex ART 3: AMENITIES & HOUSING SERVICES (Check one from each category where applicable) atting System Base Board						-			•	-	
ART 3: AMENITIES & HOUSING SERVICES (Check one from each category where applicable) atting System Base Board Space Heater None Central Swamp Cooler Central Window, Wall Addistor None Unknown Central Window, Wall Addistor Window, Wall Heat Pump Soller Unknown Other Window Wall Other Furnace Washer/Dryer Washer Dryer On-Site Washer/Dryer Yes No Shwasher: Yes No None Yes No Shwasher: Yes No Shwasher: Yes No Shwasher: Yes No Shing Fans: Yes No String Type 1-Carport 1-Carport 1-Car Garage 2-Car Garage Yes No Saking Type 3-Car Garage Assigned Unassigned 1-Space No Spaces 34-Spaces Street None None ART 4: OWNER CERTIFICATION OF RENTS CHARGED (Must Check One) Sa program requirement that the rent charged to the housing choice work of properties with five (5) or more units and I have entered into a lease (s) in the last twelve (12) months. (Owner must complete the section below Yes, the complex has five (5) or more units and I have entered into a lease in the last twelve (12) months. (Panch III) Yes, the complex has five (5) or more units and I have entered into a lease in the last twelve (12) months. (Panch III)	Square Footage No. Bedrooms			No. Bathrooms			No. Half Bathrooms				
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Other Furnace Available	☐ Central		•	_			•				
Available undry Type: Washer/Dryer Masher Dryer On-Site Washer/Dryer Yes No shwasher: Yes No arbage Disposal: Yes No arbage Disposal: Yes No isrowave: Yes No wimming Pool: Yes No arking Type 1-Carport 2-Carport 1-Car Garage 2-Car Garage Yes No arking Type 3-Car Garage Assigned Unassigned 1-Space Yes No open Driveway None None None None None None ART 4: OWNER CERTIFICATION OF RENTS CHARGED (Must Check One) s a program requirement that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units, and the CDA may request for further verification(s). Owners of properties with five (5) or more units on the premises must complete the following section for the most recent used comparable unassisted units within the premises. Most recently leased is defined as leases entered into within the last twelve (12) months. Yes, the property has five (5) or more units and I have entered into a lease(s) in the last twelve (12) months. (Owner must complete the section below Address and Unit Number Date Rented Rental Amount	Heat Pump			Unknown	☐ Other	☐ Windo	w Wall				
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Signature

Date

Print your name