



Oakland Housing Authority

Section 8 Rent Increase Request Criteria/Information Sheet

- A passed Housing Quality Standards (HQS) Annual Inspection is required before any rent increase will be considered.
➤ An owner/agent may request a rent increase 60 days prior to the initial HAP contract start date. This date is your annual anniversary date. If the tenant has lived in the unit for more than one year, the rent increase can be requested at anytime. Only one increase is allowed per unit per 12-month period.
➤ All rent increases are effective the first day of the month following 60-Days Notice to your tenant and OHA's receipt of your request.

Table with 2 columns: Question and Answer options (Yes, No, Not Sure). Questions include: 'Has your tenant lived in or will have lived in the unit for more than one year?', 'Has it been or will it be 12 months since your last approved rent increase?', 'Is the unit in compliance with HQS? Did the unit pass the last annual inspection?', and 'Does the effective date give your tenant and OHA 60 days notice beginning the 1st of the month?'.

A Complete Packet is necessary to process your request. The packet consists of:

- A Rent Increase Request Form thoroughly completed and signed by the owner or agent. This allows for a more accurate comparison of units in the rental property's general area through the rent reasonableness process. Rent Reasonableness involves two comparisons. First, the OHA must compare the rent for the voucher unit to rents for similar unassisted units in the marketplace. Second, the PHA must compare the requested rent to existing rents for other units on the premises. Information about the rents charged for other units on the premise must be provided for all properties exceeding one unit. A Rent Roll form can be found on the backside of the Rent Increase Request Form for your convenience.
• A copy of the 60-Day Notice of intent to increase rent. The notice:
- Must be addressed to the tenant, not OHA
- Must have a proposed effective date (60 days from the date OHA receives the request)
- Must have a proposed dollar amount
- Must be signed by the owner or agent.
• HQS Compliance verified by an Annual Inspection. If OHA determines that a Special Inspection is required to complete the request packet, one will be scheduled and you will be notified of such.

You may submit your own rent comps to support your request (optional). OHA uses www.GoSection8 for pulling comparables within a one-mile radius of the subject unit.

Return Request by E-mail to: RentalIncrease@oakha.org or by Fax to (510) 587-2131 or by Mail to Oakland Housing Authority • Leased Housing Department • 1540 Webster Street • Oakland • CA • 94612