



Oakland Housing Authority

Section 8 Rent Increase Information Sheet

An owner/agent may request a rent increase 60 days prior to the annual anniversary date of the Housing Assistance Payment (HAP) Contract, or any time after the initial one year term. An Owner/Agent may only receive one increase per unit per 12-month period.

All rent increases are effective the first day of the month following at least 60 days after the Owner/Agent submits a complete packet to OHA. 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 is defined as rents that do not exceed the rents charged for comparable, unassisted units in the same market area. OHA's responsibility extends to ensuring that owners do not charge more for assisted units than for comparable units.*
- 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 received the request)
 - Must have a proposed dollar amount
 - Must be signed by the owner or agent.

Note: To ensure that the effective date you cite to your tenant is consistent with the 60-Days required for OHA processing, the complete request should be received by OHA no later than the 5th of the following month.

- A **Housing Quality Standards (HQS) Inspection** which passed within twelve months of the effective date of the proposed rent increase. If OHA determines that an inspection is required to complete the request packet, one will be scheduled and conducted within 10 business days of processing the request.
- You may submit your own rent comps to support your request (optional).

Email your request in PDF format to RentalIncrease@oakha.org or **Fax** your request to **510-874-1589** or **Mail** your request to 1619 Harrison St, Oakland, CA 94612, attention Owner Services. Upon receipt of the complete packet, the process will commence and you will be notified of the decision within 15 business days. If you have any questions, please contact **(510) 874-1583**.