



Owner Budget-Based Rent Adjustment **Checklist (BB) Other**

- Cover letter that briefly does all of the following:
 1. Summarizes the reasons why a rent increase is needed and the date the increase will be effective.
 2. Describe the project's physical condition and any improvements that have been budgeted.
 3. Identify any proposed change in services, equipment or charges and the reasons for the changes.
- Budget Worksheet
- Statements and/or documentation from vendors, contractors, service providers, etc., of any increase request in excess of 5%.
- Notice to Tenants (if applicable)
- An executed copy of the Owner's Certification Regarding Purchasing Practices and Reasonableness of Expenses.
- Appendix 6 and an analysis are required if the Reserve for Replacement is being increased
- Verification of the authorized current monthly Reserve for Replacement
- Verification of Debt Service:
 - Current Mortgage Statement or
 - Amortization Schedule
- Utility data analysis:
 1. Identify the type of utilities covered by the utility allowance and submit supporting documentation from each utility company.
 2. At least 50% of sample data from each unit type is required to determine if an increase is necessary.
 3. The data should cover a period of 6-12 months for each unit considered in the analysis.

Reference: *Section 8 Renewal Policy Guidebook*