



## Rent Adjustments

PROPERTY NAME

TYPE OF RENT ADJUSTMENT REQUESTED

CONTRACT NUMBER

REQUESTED EFFECTIVE DATE OF ADJUSTMENT

CONTACT NAME

CONTACT EMAIL/TELEPHONE NUMBER

**Required Items for all Rent Adjustments:**

- YES     NO    Signature Verification (**Verifiable Authorized Representative of the Ownership Entity**) **AND Authorization Form on Navigate website**
- YES     NO    Verification of Mortgagor Entities (**Individuals or Entities to be listed under Part G of Rent Schedule HUD 92458**)
- YES     NO    Debt Service Verification
- N/A   YES     NO    Verification of Non-Section 8 Rents (**Rent Potential needed for accurate calculation of Budget Rents**)
- N/A   YES     NO    Confirmation of any Non-Revenue Producing Units (**How the unit is being utilized and confirm if the units is Non-Section 8 or a Section 8 Unit that has been taken offline**).
- N/A   YES     NO    Owners Certification of Compliance with Tenants Comment Procedures
- N/A   YES     NO    Contact information for Mortgagee (**Name of Lender , Physical Address, Email address and Contact Person with the Mortgagee**)

N/A  **Items Needed for all Utility Adjustments:**

- N/A   YES     NO    Notice to Tenants for UA Decrease using owner recommended amounts per analysis submitted (**24 CFR reference affording the residents the 30-day tenant comment period must be included**).
- YES     NO    Complete Utility Analysis Spreadsheet, sorted by unit type by unit number (HUD Notice 2015-04) **If multiple utilities are included, the data must be from the same units. Bills cannot be older than 18 months.**

N/A  **Items Needed for all Budget Rent Adjustments:**

- YES     NO    Budget Cover Letter (**Indicating requested budget rents**)
- YES     NO    Signed and Dated Budget Worksheet HUD 92547-a
- YES     NO    Notice to Tenants for Budget Based Rent Increase request (**requested rent potential cannot be more than RCS potential**)
- YES     NO    Supporting documentation for budget (**any miscellaneous line items, any line items increased by more than 5% or \$500**)
- YES     NO    Owners Certification of Reasonable Purchasing Practices
- YES     NO    Signed Appendix 6 of 4350.1 Rev-1 request if increasing Reserve deposits with supporting documentation
- YES     NO    RCS with **Owner RCS checklist/Cover letter and signed and dated rent grids and must be submitted within 90 days of preparation; or current RCS on file (if sent prior to this rent adjustment, don't send again)**

N/A  **Items Needed for all OCAF Rent Adjustments:**

- YES     NO    Signed and Dated OCAF Worksheet HUD 9625 OR Signed Auto OCAF Letter

N/A  **Items Needed for all Comparable Rent Adjustments:**

- YES     NO    RCS with **Owner RCS checklist/Cover letter and signed and dated rent grids and must be submitted within 90 days of preparation**