

Section 8 Rent Adjustment Checklist

PROPERTY INFORMATION

Property name:	
Number of units:	
AHAP date:	
HAP date:	
Expiration date:	
Asset Manager:	
Option renewed under:	

PROPERTIES NOT YET RENEWED THROUGH MAHRA

NOTES

<input type="checkbox"/>	Are Gross rents above FMR? If so, RCS needs to be done	
<input type="checkbox"/>	Are rents below FMR? If so then a request can be done	An AAF can be done on one or more-bedroom sizes at a time
<input type="checkbox"/>	Are there resident paid utilities at the property?	If so then a new UA analysis must be done
<input type="checkbox"/>	Residents must be given a 30-day comment period	
<input type="checkbox"/>	The unit turnover report must be completed	
<input type="checkbox"/>	A cover letter must be submitted outlining the type of unit increase being requested and confirming eligibility	
<input type="checkbox"/>	Do you have HUD current AAF Factor?	Can be obtained here: https://www.huduser.gov/portal/datasets/aaf.html#2017
	Note: Specific instructions are outlined in HUD notice H 2002-10	

OPTION 1 MUTM- RENT ADJUSTMENTS

NOTES

<input type="checkbox"/>	Only have the option to renew with OCAF	
<input type="checkbox"/>	Except every 5 th year, an RCS is required to adjust rents to comparable	
<input type="checkbox"/>	When was the last RCS completed?	

OPTION 2 524A- RCS REQUIRED		NOTES
<input type="checkbox"/>	Is the property cash flowing?	If not, there is an option to request a budget based rent increase
<input type="checkbox"/>	Have the option to renew with OCAF otherwise	
<input type="checkbox"/>	Except every 5 th year, an RCS is required to adjust rents to comparable	
<input type="checkbox"/>	When was the last RCS completed	
OPTION 3 REFERRAL TO RECAP- RCS MAY BE REQUIRED		
NOTES		
<input type="checkbox"/>	What are the options for renewal under the use agreement?	Each use agreement outlines what is allowed as far as rent adjustments. Each properties use agreement is unique and must be followed
OPTION 4 EXEMPTION PROJECTS/524B1- NO RCS IS REQUIRED		
NOTES		
<input type="checkbox"/>	Is the property cash flowing?	If not, there is an option to request a budget based rent increase
<input type="checkbox"/>	Have the option to renew with OCAF otherwise	
<input type="checkbox"/>	Rent adjustments: OCAF, or budget based rents. (budgets must be below RCS and support with current report)	
OPTION 5 PRESERVATION- RCS MAY BE REQUIRED		NOTES
<input type="checkbox"/>	Is the property cash flowing?	If not, there is an option to request a budget based rent increase
<input type="checkbox"/>	Have the option to renew with OCAF otherwise	
<input type="checkbox"/>	Rent adjustments: OCAF, or budget based rents. (budgets must be below RCS and support with current report)	
<p><i>Note: Rent adjustments for demo projects are limited to OCAF, or budget based rent increase no to exceed RCS rents</i></p> <p><i>Note; rent adjustments for preservation projects are limited to OCAF or budget based adjustment as determined by the Plan of Action and Use Agreement</i></p>		