



LHA

Compton Local Housing Authority

RENT INCREASE REQUEST INSTRUCTIONS

Before submitting a rent increase request, please review the following important information.

IMPORTANT INFORMATION FOR THE OWNER/AUTHORIZED AGENT

- **Rent Increase During the Initial Lease Term** – Rent increase changes must be requested in accordance with the Lease and must be made effective after the initial term of the lease.
- **60-day Notice Requirement** – Request for rent increases must be submitted to LHA and the tenant at least 60-days prior to the effective date of the rent change.
- **Ensure Sufficient Notice Is Provided** – Rent increase notices must be submitted in writing to your tenant, with a copy to LHA, *at least* 60 days in advance of the effective date of an increase, and attached to the Rent Increase Request Form. Please notify your tenant and the LHA at the same time of your intent to increase the rent. The Housing Authority cannot approve an increase if we do not have a proper copy of your 60-day notice to your tenant. Requests received within less than 60 days' notice will be denied.
- **Rent Roll** – If the unit is in a building with 2 or more units, the owner must attach a rent roll. A rent roll is the owner's up-to-date official ledger/list of **all** rental units in the building or complex. The rent roll must include each unit's address and apartment number, effective date of the current lease, rent amount, bedroom size, and indicate if the units are subsidized or unsubsidized.
- **Wait for LHA Approval Before Implementing the Increase** – It is important to note that rent increases are not automatically approved. When requesting a rent increase, the LHA must conduct a rent reasonableness review of the rental market area. The results of the review determine whether or not the request can be approved. This review generally takes an average of 30 days.

REVIEW OF RENTAL MARKET AREA

The LHA will compare the information provided with information gathered from a third party rent comparable system to ensure the asking rent is reasonable in relation to current market rents charged by other owners for comparable units in the unassisted market.

For units located in a building with 2 or more units, LHA will ensure that the asking rent is not higher than rents currently charged on recently leased unassisted tenants in the building.

SUBMISSION

LHA recommends request be submitted via Fax (310) 605-3096 or the United States Postal Services to the following address:

Compton Local Housing Authority
700 North Bullis Road
Compton, CA 90221



LHA

Compton Local Housing Authority

RENT INCREASE FORM

Owner/Business Name	Primary Phone Number(s)	Email
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SECTION TO BE COMPLETED BY OWNER/AUTHORIZED AGENT

Tenant Name

Unit Address

Street

Unit#

City

State

Zip

PART 1: REQUEST

Effective Date: _____
 \$ _____ \$ _____
 Contract Rent Proposed Rent

If this unit is subsidized, indicated type of subsidy:

Tax Credit Section 202
 Home Other _____
 (Describe other subsidy, include state local subsidy)

PART 2: UNIT INFORMATION

Unit Type (check one)

Single Family Detached
(one family under one roof)

Low-Rise Apartment Building
(4 stories or fewer)

Semi-Detached
Duplex, attached on one side

High-Rise Apartment Building
(5+ stories)

Condominium

Row house/Townhouse
(attached on two sides)

Manufactured Home
(mobile home)

Square Footage

Number of Bedrooms

Number of Bathrooms

Number of Half-Bathrooms

Number of Units in Building/Complex

PART 3: AMENITIES & HOUSING SERVICES (Check one from each category where applicable)

Heating System

Base Board Space Heater None
 Central Window/Wall Radiator
 Heat Pump Boiler Unknown
 Other Furnace

Cooling System:

Central Swamp Cooler
 None Unknown
 Other Window/Wall

Available

Laundry Type:	<input type="checkbox"/> Washer/Dryer Hook-ups	<input type="checkbox"/> Washer Only	<input type="checkbox"/> Dryer Only	<input type="checkbox"/> On-Site Laundry	<input type="checkbox"/> Washer/Dryer Provided	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Dishwasher:						<input type="checkbox"/> YES	<input type="checkbox"/> NO
Microwave:						<input type="checkbox"/> YES	<input type="checkbox"/> NO
Swimming Pool:						<input type="checkbox"/> YES	<input type="checkbox"/> NO
Ceiling Fans:						<input type="checkbox"/> YES	<input type="checkbox"/> NO
Gated Community:						<input type="checkbox"/> YES	<input type="checkbox"/> NO
Parking Type:	<input type="checkbox"/> 1-Carport	<input type="checkbox"/> 2-Carport	<input type="checkbox"/> 1-Car Garage	<input type="checkbox"/> 2-Car Garage		<input type="checkbox"/> YES	<input type="checkbox"/> NO
	<input type="checkbox"/> 3-Car Garage	<input type="checkbox"/> Assigned	<input type="checkbox"/> Unassigned	<input type="checkbox"/> 1-Space			
	<input type="checkbox"/> 2 Spaces	<input type="checkbox"/> 3+Spaces	<input type="checkbox"/> Street	<input type="checkbox"/> Covered			
	<input type="checkbox"/> Open	<input type="checkbox"/> Driveway	<input type="checkbox"/> None				

PART 4: PROPERTY OWNER CERTIFICATION

I hereby state that the above information is true and correct to the best of my knowledge. I understand that this information is subject to verification by the LHA.

Print your Name

Signature

Email

Date