



121 Pallet Drive - Harvey, LA 70058 - 504.342.4475 - www.jp hsdd.org

HCV/Section 8 Rent Increase Request Criteria/Information Sheet

- A passed Housing Quality Standards (HQS) Annual Inspection is required before any rent increase will be considered.
- An owner/agent may request a rent increase 60 – 90 days prior to the initial HAP contract start date. This date is your annual anniversary date. If the tenant has occupied the unit for more than one year, the rent increase can be requested at any time. Only one increase is allowed per unit 12-month period.
- All rent increases are effective on the first day of the month following 60 – 90 Days’ Notice to your tenant and HSDD’s receipt of your request.

Rent Increase Request Criteria

If you Answer Yes to Each Question Below, Proceed to the Rent Increase Form

<i>Has your tenant occupied or will have occupied the unit for more than one year</i>	YES or NO
<i>Has it been or will it be 12 months since your last approved rent increase</i>	YES or NO
<i>Is the unit in compliance with HQS? Did the unit pass the last annual inspection?</i>	YES or NO
<i>Does the effective date give your tenant and HSDD a 60 to 90-day notice beginning the 1st of the month?</i>	YES or NO

A Completed Rental Increase form is necessary to process your request:

- 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** involves three comparisons. *First the HSDD must compare the rent for the voucher unit to similar unassisted rental units in the marketplace. Second, the PHA must compare the requested rent to existing rents for other units on the premises.* Information about the rents charged for other units on the premises **MUST** be provided for all properties exceeding one unit (medium to large apartment complexes). *If necessary, the HSDD can request a Rent Roll for all medium to large apartment complexes before approving the requested rent increase.*



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- A copy of the **60 – 90 Day Notice** of intent to increase rent. The notice:
 - **MUST** be addressed to the tenant not HSDD
 - **MUST** have a proposed effective date (60 – 90 days from the date HSDD receives the request)
 - **MUST** have a proposed dollar amount
 - **MUST** be signed by the owner or agent
 - **IF YOUR TENANT DOES NOT AGREE WITH THE PROPOSED RENTAL INCREASE AMOUNT, THE FAMILY RESERVES THE RIGHT TO EXERCISE THEIR RIGHT TO INITIATE A “PROGRAM MOVE” TO SEARCH FOR AFFORDABLE/SUITABLE HOUSING**

- **HQS Compliance** verified by an annual inspection. If HSDD determines that a Special inspection is required to complete the request form, one will be scheduled, and you will be notified of such.

The HSDD office uses Affordablehousing.com (formerly known as GoSection8) for all rent determinations within a 5-mile radius of the subject unit.

You can return the Request form by e-mail to: increases@jphsdd.org OR by mail to:

Housing Services Development District

121 Pallet Drive

Harvey, LA 70058

Office hours: Monday – Thursday 8:30 am – 5:00 pm (closed for lunch between 12:00 pm – 1:00 pm) and closed to the public every Friday.