



Municipal Housing Authority for the City of Yonkers
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Request for Rent Increase Procedure

In accordance with federal regulations, rent adjustments due to rent increase for Section 8 participants, whether they hold a Housing Choice Voucher (HCV) or Project-Based Voucher (PBV), can only be made at the annual anniversary of the HAP contract. The HAP contract would have been executed at the time of the initial lease signing and/or move-in. Please note that rent increases are not automatically applied; they must be formally requested by the Owner, Landlord, or Managing Agent.

The procedure for submitting a rent increase request is as follows:

1. An owner request for a rent increase must be submitted to the MHACY 60 days prior to the participant's annual recertification date (anniversary). See 24 CFR &982.519. The tenant's anniversary date typically aligns with the HAP contract and/or lease date. However, if there is any uncertainty, please do not hesitate to contact our office to verify or confirm this date for your records.
 - a. The Owner must notify tenant of when a request for rent increase has been submitted and the Owner may not charge the tenant for a rent amount not approved by MHACY.
2. A "Rent Increase Request" form (attached) must be submitted and sent via email to: LandlordRelations@mhacy.org. Kindly be advised that you may also submit your request via postal mail to the address provided in this letter, Attention: Landlord Relations. However, please note that this may result in a delay or extended processing time. The form will request details regarding the proposed rent increase amount as well as other relevant information necessary for the approval process. We kindly ask that you complete the form in its entirety to ensure a thorough review
 - a. For PBV properties with eight (8) units or less, a rent increase form must be submitted for each individual unit.
 - b. For PBV properties with over eight (8) units, must submit a rent increase form for each bedroom size and include a list of the units for which an increase is being requested.
3. Rent increases are not automatically approved. All rent increase requests must undergo evaluation in accordance with federal "rent reasonableness" criteria, we must also take into consideration our funding, utility allowances, voucher size, HQS Inspections and decrease in payment standards from one year to the next. See 24 CFR &982.507. Please note this process can take up to 30 days to finalize.

If **MHACY APPROVES** the rent increase and the request was submitted on time:

- The new rent will be implemented and take effect in the amount per month effective the participant's annual recertification date (anniversary).
- If there was a delay on MHACY's behalf, the new rent will be retroactive the participant's annual recertification date (anniversary) and released with the following month's HAP payment.
- Please note that in some cases, if a rent increase is determined not to be reasonable with other market rate rents, MHACY will adjust the rent increase rate to an amount that is reasonable. If you disagree with this decision, you must contact LandlordRelations@mhacy.org within ten (10) days of approval notice.

MHACY will **DENY** any rent increase requested:

- During the initial term of the participant's lease
- If the unit has not had an annual unit inspection, passed an annual unit inspection due to non-compliance with Housing Quality Standards or if the unit is in abatement due to failed unit inspections.
- The owner has not complied with all requirements of the HAP contract

If you disagree with this decision, you must contact LandlordRelations@mhacy.org within ten (10) days of approval notice.



RENT INCREASE REQUEST FORM

Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) Programs

MHACY USE ONLY

Date Received: _____
Date Approval/ Denial Sent: _____

All fields must be completed. An owner request for a rent increase must be submitted to the MHACY **60 days** prior to the anniversary date of the HAP contract and must include the new rent amount the rent increase the owner is proposing. **If the unit has not passed inspection or is in abatement, this request will be automatically denied.** The MHACY will not approve any rent increases requested during the initial term of the lease. **Rent increases are not automatically approved.**

You can email the completed form and request letter to LandlordRelations@mhacy.org or mail to the address listed below.

Property and Tenant Information

Landlord Name _____ Landlord's Email _____
Property Name (if applicable) _____
Tenant Name _____
Unit Address _____ City _____ Zip _____
Sq. Feet: _____ # of BED-rooms: _____ # of Full BATH-room: _____ # of Half BATH-room: _____ Year Built: _____

Type of Residence (select one):

- Garden High-Rise Low-Rise Mid-Rise Single / House Townhouse / Rowhouse Mobile

Amenities or Utilities Provided by Property Owner

- Washer / Dryer On-Site or in Unit Parking Community Room / Exercise Facilities
 Heating or Utilities (Gas / Electric) Window or Central AC Security
 List any upgrades to unit: _____ Elevator Refrigerator / Stove / Microwave
 Other: _____

Rent Increase Request

CURRENT Rent: \$ _____ **Renewal Period:** 1 Year 2 Years
NEW Contract Rent Request: \$ _____ Lease: _____
Effective date of Rent increase: _____

Owner/Agent Signature: _____ **Phone #:** _____

*****Owner understands that the owner may not charge the tenant for a rent that is not approved by MHACY.**

For PBV sites with eight (8) units or less, a rent increase form must be submitted for each unit. Sites with eight (8) units or over must submit a rent increase form for each bedroom size and include a list of the units for which an increase is being requested. **Please provide all Alternate Subsidy (236, 221,515, LIHTC) or Rent Control/Stabilized/ETPA Units (if any)**

***** Rent Determination – MHACY USE ONLY *****

- YES** Your rent increase request is reasonable with other market rate rents and will be approved effective _____ .
- ADJUSTED** Your rent increase request has been determined not to be reasonable with other market rate rents at this time and has been adjusted to a rate that is reasonable. The adjusted rent amount is \$ _____ , with an effective date of _____ . *If you disagree with this decision, please contact LandlordRelations@mhacy.org within Ten (10) days.*
- NO** Your rent increase request is not comparable at this time. The rent amount will remain the same at this time. *If you disagree with this decision, please contact LandlordRelations@mhacy.org within Ten (10)*

