



Berkeley Housing Authority

1947 Center Street, 5th Floor, Berkeley, CA 94704
Telephone: (510) 981-5470 Fax: (510) 981-5480

Rent Increase Informational Notice

If You Answer Yes to Each Question Below, You May Submit a Rent Increase Request

Has your tenant lived in or will have lived in the unit for more than 1 year?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
Has it been or will it be 12 months since your last approved rent increase?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
Is the unit in compliance with HQS? Did the unit pass the last inspection?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure

To begin the rent increase process, you must provide the following documents:

1. A notice to the BHA of any proposed change in the amount of the rent to the owner at least **sixty days** before proposed changes go into effect. The notice must include the following information:
 - a. Tenant Name
 - b. Tenant Address
 - c. Effective date of proposed change
 - d. Owner or agent signature
2. A **copy** of a written sixty (60) – day advance **Notice of Intent to Increase the Rent**, **served** to your tenant which contains the following information:
 - a. The notice addressed to the tenant/head of household
 - b. The complete property address, including apartment number if applicable
 - c. The effective date of increase
 - d. The proposed rent amount
 - e. The signature of the owner or agent
 - f. The current date.
3. A completed Unit Characteristics Survey. *The **Unit Characteristics Survey** provides specific Information about the property to assist in making the most informed rent reasonableness determination.*

Once the required information has been received, the rent reasonableness determination will begin. You and the tenant will be notified of BHA's decision upon completion of your request.

Please allow up to 60 days for processing.

Please submit the required documents by fax, e-mail mail or hand deliver to:

Berkeley Housing Authority ATTN: Rent Increase, 1947 Center Street Fifth Floor Berkeley, CA 94704
Fax: (510) 981-5480 / Email: bhas8@berkeleyca.gov