



Berkeley Housing Authority

1936 University Avenue, Suite 150, Berkeley, CA 94704  
Telephone: (510) 981 5470 Fax: (510) 981 5480

## Rent Increase Informational Notice

The Berkeley Housing Authority (BHA) policy permits an owner/agent to receive one rent increase per year per unit, provided: (1) The request is supported by a rent reasonableness determination; (2) Unit meets Housing Quality Standards (HQS); (3) The rent increase will be effective after the first year of the lease.

All proposed rents must be reasonable and comparable to other unassisted rents of like properties in the neighborhood. **Rent reasonableness** is defined as *rents that do not exceed the rents charged for comparable, unassisted units in the same market area.*

The Berkeley Housing Authority (BHA) will conduct a rent reasonableness review on each request to determine if it can be approved based upon specific comparable data and HUD's rent reasonableness criteria.

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

1. A rent increase request to BHA of any proposed change in the amount of the rent to the owner at least sixty days before proposed changes go into effect – and at least 60 days prior to the date of the rent increase. 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 sixty (60) – day advance written **Notice of Intent to Increase the Rent**, served to your tenant containing the following information:

- a. Current date
- b. The notice addressed to the tenant/head of household
- c. The complete property address, including apartment number if applicable
- d. The effective date of increase
- e. The proposed rent amount
- f. The signature of the owner or agent

3. A completed Unit Characteristics Survey. The [Unit Characteristics Survey](#) (pdf) 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 within 15 business days of receipt of a complete request.

Please submit the required documents to:

**Berkeley Housing Authority**  
**1936 University Avenue, Suite 150**  
**Berkeley, CA 94704**

**Attn: Rent Increases**