Budget-Based Rent Increase Checklist

(Documents to be submitted as a package to the SHCC Finance Dept.)

## **Cover Letter**

(4350.1, 7-22, Summary of why rent increase is needed, date increase will be effective, description of physical condition of

Property and any improvements that have been budgeted for, identification of any proposed change in services, equipment, or charges, and the reasons for the change.)

Budget Worksheet HUD Form 92547A

(Appendix 4350.1, Ch 7,)

**Copy of Appendix 4(b)**

(Owner explanation of budget items)

**Copy of Notice to Tenants**

(Only if required)

**Copy of Appendix 3**

(4350.1, Ch. 7, owner certification regarding purchasing practices and reasonableness of expenses)

**Status report on the Project’s Implementation of its current Energy Conservation Plan**

(If applicable per 4350.1 7-22)

**Utility Allowance Analysis**

(If applicable)

Reserve for Replacement Analysis

(If applicable)

Copy of Appendix 2

 (4350.1, Ch. 7, Owner certification to compliance with tenant comment procedures, if applicable)

**Adjusted Rent Schedule**

(Reflecting rent and utility allowance increase)