Budget-Based Rent Increase Checklist

(Documents to be submitted as a package to the SHCC Contracts 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)

###### Summary of Tenant Comment Procedures

(if re (If applicable)

**Copy of Notice to Tenants**

**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)

Project Capital Needs Assessment (PCNA)

(If requesting an increase to the Reserve for Replacement deposit)

Copy of Appendix 2

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

**Rent Comparability Study**

(If applicable)