

## **HOW DO I REQUEST A RENT ADJUSTMENT USING THE ANNUAL ADJUSTMENT FACTOR (AAF)?**

1. Review your current HAP contract to see if AAF rent adjustments are permitted or required
  - If not, STOP here and proceed with the rent adjustment method specified in your contract
  - If so, proceed with the next steps
2. Obtain a copy of HUD Notice H 2002-10 *Section 8 Project-Based Rent Adjustment Using the AAF*
3. Determine if you need to use Appendix 1 or 2, and/or whether you need a *Rent Comparability Study (RCS)*.
4. Obtain a Rent Comparability Study (RCS), if needed. See Chapter 9 of HUD's *Section 8 Renewal Policy Guidebook*.
5. Prepare AAF RCS Adjustment Worksheet (Appendix 5), if needed.
6. Complete the appropriate worksheet (Appendix 1 or 2) for each unit size.
7. Prepare an Owner's Certification of Compliance with the Requirements of Notice: Annual adjustment Factor Rent Increase Requirements Pursuant to 42 U.S.C. 1437f (c) (2) (A) [Appendix 3]
8. Prepare a report of unit turnover (Appendix 4)
9. Prepare a cover letter (see WAHC sample)

Submit the unit rent worksheets, Owner's Certification, report of unit turnover, and cover letter to WAHC by the 60th day prior to the anniversary date of your HAP contract in order for any approved rent adjustment to go into effect the day after the anniversary date. If required to do so by Notice H 2002-10, submit the RCS and AAF RCS Adjustment Worksheet in addition to the items listed above.

## **WHAT HAPPENS IF MY RENT ADJUSTMENT REQUEST ARRIVES FEWER THAN 60 DAYS BEFORE THE ANNIVERSARY DATE OF MY HAP CONTRACT?**

- If the rent adjustment request arrives 59 or fewer days before the anniversary date but before the anniversary date, any approved rent adjustment will become effective on the 60th day after receipt of the rent adjustment request.
- If the rent adjustment request arrives after the anniversary date of the contract, WAHC must reject it and no increase can be approved for that contract year.