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| PROPERTY NAME | TYPE OF RENT ADJUSTMENT REQUESTED |
| CONTRACT NUMBER | REQUESTED EFFECTIVE DATE OF ADJUSTMENT |
| CONTACT NAME | CONTACT EMAIL/TELEPHONE NUMBER |

- N/A ☐ **Items Needed for all OCAF Rent Adjustments:**
☐ **YES** ☐ **NO** Signed and Dated OCAF Worksheet HUD 9625 OR Signed Auto OCAF Letter
- N/A ☐ **Items Needed for all Comparable Rent Adjustments:**
☐ **YES** ☐ **NO** RCS with **Owner RCS checklist/Cover letter and signed and dated rent grids and must be submitted within 90 days of preparation**
- N/A ☐ **Items Needed for all Budget Rent Adjustments:**
☐ **YES** ☐ **NO** Budget Cover Letter (**Indicating requested budget rents**)
☐ **YES** ☐ **NO** Signed and Dated Budget Worksheet HUD 92547-a
☐ **YES** ☐ **NO** Notice to Tenants for Budget Based Rent Increase request (**requested rent potential cannot be more than RCS potential**)
☐ **YES** ☐ **NO** Supporting documentation for budget (**any miscellaneous line items, any line items increased by more than 5% or \$500**)
☐ **YES** ☐ **NO** Owners Certification of Reasonable Purchasing Practices
☐ **YES** ☐ **NO** Signed Appendix 6 of 4350.1 Rev-1 request if increasing Reserve deposits with supporting documentation
☐ **YES** ☐ **NO** RCS with **Owner RCS checklist/Cover letter and signed and dated rent grids and must be submitted within 90 days of preparation; or**
- N/A ☐ **Items Needed for all Utility Adjustments:**
☐ **YES** ☐ **NO** Notice to Tenants for UA Decrease using owner recommended amounts per analysis submitted (**24 CFR reference affording the residents the 30-day**
☐ **YES** ☐ **NO** Complete Utility Analysis Spreadsheet, sorted by unit type by unit number (HUD Notice 2015-04) **if multiple utilities are included, the data must be**
☐ **YES** ☐ **NO** Owners Certification of Compliance with Tenants Comment Procedures
- Required Items if applicable:**
☐ **YES** ☐ **NO** Debt Service Verification
☐ **YES** ☐ **NO** Verification of Mortgagor Entities (**Individuals or Entities to be listed under Part G of Rent Schedule HUD 92458**)
☐ **YES** ☐ **NO** Verification of Non-Section 8 Rents (**Rent Potential needed for accurate calculation of OCAF & Budget Rents**)
☐ **YES** ☐ **NO** Confirmation of any Non-Revenue Producing Units (**How the unit is being utilized and confirm if the units is Non-Section 8 or a Section 8**
☐ **YES** ☐ **NO** Signature Verification (**Verifiable Authorized Representative of the Ownership Entity**) **AND Authorization Form on Navigate website**) Send only if the current signatory on file has changed.