



North Charleston
Housing Authority

Section 8 Rent Change Information Sheet

An owner/agent may request a rent increase 90 days prior to the annual anniversary date of the Housing Assistance Payment (HAP) Contract, or any time after the initial one-year term in accordance with the lease requirements.

All rent increases will be effective the first of the month following 90 days after NCHA's receipt of the Owner/Agent completed packet or on the date specified by the owner, whichever is later. the packet you submit must contain:

- A **Rent Increase Request Form** thoroughly completed by the owner or agent. This allows for a more accurate comparison of units in the rental property's general area through the rent reasonableness process. ***Rent Reasonableness is defined as rents that do not exceed the rents charged for comparable, unassisted units in the same market area. NCHA's responsibility extends to ensuring that owners do not charge more for assisted units than for comparable units.***
- A copy of the **Notice of intent to increase rent**, in accordance to the lease requirements. The notice:
 - Must be addressed to the tenant, not NCHA
 - Must have a proposed effective date (90 days from the date NCHA received the request)
 - Must have a proposed dollar amount
 - Must be signed by the owner or agent.

Note: To ensure that the effective date you cite to your tenant is consistent with the 90-days required for NCHA processing, the complete request should be received by NCHA 90 days prior to the effective date of the rent increase. **(i.e. Notice to tenant dated 7/20/2022; effective date of rent increase will be 11/1/2022 if NCHA receives request by 8/1/2022).**

Email your request in PDF format to Rentalincrease@nchashousingauthority.com or **Fax** your request to **843-744-3466** or **Mail** your request to 6327 Rivers Avenue, North Charleston, SC 29406, Attention: Receptionist. Upon receipt of the complete packet, the process will commence, and you will be notified of the decision within 15 business days. If you have any questions, please contact **(843) 747-1793**.



Rent Change Request Form

North Charleston Housing Authority

Date Received: _____

Complete all applicable fields. Incomplete requests may be returned for correction and will not be processed until complete.

Owner/Agent Information

Landlord Name

Landlord Tax ID (SSN/EIN)

Email Address

Phone Number

Participant/Unit Information

Participant Name

Property Name (If Applicable)

Unit Street Address

City

State

Zip

of Bedrooms

of Bathrooms

Year Built

Sq. Feet

Total units in Building/Complex

Unit Type (Select one):

☐ Single Family (House)☐ Townhouse/Villa☐ Apartment☐ Condo☐ Mobile Home☐ Row House☐ Duplex☐ Triplex☐ 4-Plex**Amenities Provided by the Property Owner**☐ Trash Removal Included☐ W/D Hook-Ups☐ Security System☐ Unassigned Parking☐ Swimming Pool☐ Lawn Care included☐ Dishwasher☐ Age Restricted☐ Off Street Parking☐ Ceiling Fans☐ Pest Control included☐ Stove☐ Carport: _____☐ Driveway: _____☐ Fenced Yard☐ Washer/Dryer☐ Refrigerator☐ Garage Parking: _____☐ Microwave☐ Gated Community☐ Onsite Laundry☐ Garbage Disposal☐ Assigned Parking: _____☐ Fireplace☐ Cable Included**Utilities and Appliances**

Unless specified otherwise below, the owner shall pay for all utilities and appliances provided by the owner

Item Type	Fuel Type	Provided By:	Paid By O = Owner T = Tenant
Heating	☐ Natural Gas ☐ Propane/Bottled Gas ☐ Electric ☐ Oil		☐ O ☐ T
Heating Type	☐ Central ☐ Window/Wall ☐ Baseboard ☐ Furnace ☐ Space ☐ Radiator ☐ Heat Pump ☐ Boiler		☐ O ☐ T
Cooking	☐ Natural Gas ☐ Propane/Bottled Gas ☐ Electric ☐ Oil		☐ O ☐ T
Water Heating	☐ Natural Gas ☐ Propane/Bottled Gas ☐ Electric ☐ Oil		☐ O ☐ T
Other Electric			☐ O ☐ T
Water	☐ City Water ☐ Well Water		☐ O ☐ T
Sewer	☐ Public Sewer ☐ Septic Tank		☐ O ☐ T
Trash Collection			☐ O ☐ T
Air Conditioning	☐ Central ☐ Window/Wall		☐ O ☐ T
Refrigerator		☐ O ☐ T	
Range/Microwave		☐ O ☐ T	
Other (Specify)			

Rent Increase Request

Current Gross Rent \$ _____ Requested Rent \$ _____ Effective Date _____

(Attach a copy of the notice served to your tenant)

Owner/Agent Signature _____ Date _____