



Rent Increase Process

Rent Increase Policy (Aligned with [Washington State HB 1217](#))

To comply with Washington State HB 1217, landlords must give both HASCO and the tenant at least 90 calendar days' written notice before:

- Increasing the contract rent, or
- Changing who is responsible for paying utilities.

When submitting a rent increase, landlords must:

1. Provide HASCO with a copy of the notice given to the tenant, **and**
2. Complete and submit HASCO's [Rent Increase Request Form](#).

HASCO will approve the increase only if the new rent amount meets [HUD's rent reasonableness standards](#). If the requested rent is found to be unreasonable, the landlord will need to either:

- Lower the rent request to meet the standards, or
- End the tenancy according to the lease terms.

Please note: No rent increases are allowed during the initial lease term [\[24 CFR 982.309\(a\)\(3\)\]](#).

Steps to completing the Rent Increase Request Form

1. Visit the HASCO website at www.hasco.org.
2. From there, hover your mouse pointer over the header labeled "**Landlord Center**" and select "**Landlord Forms.**" Once the page updates to the Landlord section of the Agency Form page, select "**Rent Increase Request.**"
3. This opens a new window, which is the fillable PDF that states "**Rent Increase Request Form**" under the HASCO letterhead.
 - i. When submitting a rent increase, HASCO requires all landlords to use this form and list a single rent amount. We are unable to accept notices with multiple rates.
 - ii. If charging a Month to Month (MtM) fee, you must include this in the Requested Rent.
4. Fill in all sections under "**TO BE COMPLETED BY THE OWNER OR AUTHORIZED AGENT.**"

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5. If applicable, complete the **“Address and unit number (of unassisted comparable units)”** section.
6. Underneath the previous section, check the appropriate box for each of the three questions. If you have checked yes for any of the boxes, please note:
 - i. A new lease is required when the lease terms change. For example, if the utility responsibility changes.
 - ii. If the utility responsibilities are changing, you must include an unsigned lease addendum detailing what the tenant's new utility responsibilities will be. Upon approval, the assigned specialist will create a new HAP contract, which you will need to sign and return to us along with the executed lease addendum.
7. Fill in the **“Current Rent”, “Requested Rent (Including MtM Fee)” and “Proposed Effective Date.”**
 - i. Rent increases will go into effect on the first day of the month following the 90-day period after the owner/manager notifies HASCO of the rent change, or on the date specified by the owner/manager, whichever is later.
8. Finally, sign and date the form and email this completed form to rentincrease@hasco.org.

Once the rent increase team receives the form, they will review it to ensure that it is complete. The rent increase specialist may reply asking for additional information. If no additional information is needed, they will forward the request to the proper housing specialist for them to review and start the rent reasonable process. **Your increase will be reviewed based on the order in which it was received for the month requested.**

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Rent Reasonableness

Rent reasonableness refers to a standard used by HUD to make sure that the rent charged to a unit that is receiving housing assistance is comparable to similar units in the same market.

Conventional Properties: To determine rent reasonableness, if you have more than 4 units, HASCO will average the rental amounts you provided. HASCO must certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted units. If the requested rent is the same or less than the average, your rent increase will be approved for the full amount. If the requested rent is higher than the average, an increase will only be approved up to the average.

If your property does not have more than 4 units, the specialist will forward your request to our Inspections Department, who will compare similar units in the same vicinity to determine rent reasonableness. To determine comparability, HASCO must consider the following factors where appropriate and practical: **location; quality; size; unit type; age of the unit; amenities; housing services; maintenance; and utilities the owner must provide.** Once the rent increases are approved, partially approved, or denied, we will process the increase and mail out the proper letters or updated notices of rent to the mailing address we have on file.

If you have questions about your Rent Reasonableness determination, please reach out to rentincrease@hasco.org.

Tax Credit Communities: First, we must calculate your new gross rent (Requested Rent + Utility Allowance) and compare that to the IRS's maximum allowable rent for tax credit properties. If the new gross rent is less than the maximum, the rent increase is automatically approved. If it is larger than the maximum, the specialist will ask our Inspections Department to assist with running rent reasonableness. With Tax Credit units, remember that the rent is capped based on either the reasonable rent or the unit size payment standard minus the unit size utility allowance. Once the rent increases are approved, partially approved, or denied, we will process the increase and mail out the proper letters or updated notices of rent to the mailing address we have on file.

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