



# HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

## Rental Adjustment Procedure

After the anniversary date of the first year of the rental lease and Housing Assistance Payment (HAP) contract, owners may request an adjustment in the contract rent.

The rental adjustment will only be applied to those tenants who have surpassed the one-year mark of their tenancy. We require a 60 to 90-day advance notice prior to the annual re-examination date. The notice must be in writing to both the tenant and The Housing Authority of the Birmingham District (HABD) Assisted Housing/Section 8 Department in order for approval. If proper notice to the client and HABD is not provided, and/or the unit is not in compliance with Housing Quality Standards (HQS), the rental adjustment cannot be effective on the annual re-examination date. Once we receive the proper notice, we will inform you if your rent increase request is approved.

Owners, Agents and Property Managers are required to submit two (2) documents in order for HABD to process a rent adjustment: 1) the HABD Landlord Rent Adjustment Request Form, which is available in our front lobby and on our Agency's website at [www.habd.org](http://www.habd.org) 2) a copy of the written rent adjustment notice to the tenant. This is to be submitted to the Housing Authority of the Birmingham District, Assisted Housing/Section 8 Department at the following email address:

[rentincreaserequests@habd.net](mailto:rentincreaserequests@habd.net)

Each unit will be processed individually for a rental adjustment. If an owner, agent or property manager has more than one unit and wants a rental adjustment on several units at the same time, the Rental Adjustment Procedure will be followed for each individual unit. The owner, agent, or property manager will need to submit both the HABD Landlord Rent Adjustment Request Form and a copy of the written rent adjustment notice for each tenant and unit. Group rent adjustments are **not** allowed.

The rental adjustment request will then go through the Rent Reasonableness process. Once rents have been approved and deemed reasonable by our inspection staff, we will process the rental adjustment request for the approved rent effective date.

There is no limit on the amount of rent increase you may request, however, the rent must continue to be reasonable to similar units in the area and it is important to remember, the tenant pays the rent increase on the voucher program and affordability may become a factor if the portion gets too high for them to pay. The 40% rent limitation at initial move in does not apply to annual rent increase.

# Housing Authority of the Birmingham District

Assisted Housing/Section 8 Housing Choice Voucher Program  
1301 - 25<sup>th</sup> Avenue North • Birmingham, Alabama 35204

## Request for Rental Adjustment Form

OWNER INFORMATION	TENANT INFORMATION
Owner Name:	Tenant Name:
Address:	Address:
City: State: Zip:	City: State: Zip:
Telephone Number:	Telephone Number:
<b>Request Rent:</b>	<b>Current Rent:</b>

**1. Building Type:**

<input type="checkbox"/> Single Family Detached	<input type="checkbox"/> Manufactured Home (Mobile)	Number of Bedrooms: _____	Number of Bathrooms: _____
<input type="checkbox"/> Duplex (two combined one story units)	<input type="checkbox"/> Townhouse		
<input type="checkbox"/> Garden/Walk-up Apartments	<input type="checkbox"/> Congregate/SRO	Square Footage: _____	Year Built: _____

**2. Amenities/Utilities:**

**PLEASE DO NOT MARK IN SHADED**

Item	Specify Fuel Type		Provided By	Utility Paid By			
Carpets	Yes	No					
Fireplace	Yes	No					
Air Conditioning	Central	Window					
Disposal	Yes	No					
Dishwasher	Yes	No					
Microwave (if provided by Owner)	Yes	No					
Ceiling Fan(s)	Yes	No					
Handicap Accessibility	Yes	No					
Garage	One Car	Two Car					
Security Door/Windows	Yes	No					
Playground	Yes	No					
Pool	Yes	No					
Carport	Yes	No					
Laundry Facilities/ W & D Hook ups	Yes	No					
Washer/Dryer (if provided by Owner)	Yes	No					
Enclosed Balcony/Patio/Storage Room	Yes	No					
Gated complex/Community	Yes	No					
Pest Control (if serviced by Owner)	Yes	No					
Assigned parking # of spaces _____	Yes	No					
Lawn Care (if serviced by Owner)	Yes	No					
Heating Source	<input type="checkbox"/> Central <input type="checkbox"/> Wall <input type="checkbox"/> Space						
Other							

**3. Unassisted Units:**

If complex has three or more units of same bedroom/bath size, provide three comparable data below on unassisted units that are in the same complex for units currently leased within one year of this request.

Are all units assisted:  Yes  No      Individually Owned:  Yes  No

Tenant Name (comparable)	Tenant's Phone Number	Rent Amount	Date Rented
Address of Unit (Include Apt #)			# of Bedroom(s)/Bath(s)
Tenant Name (comparable)	Tenant's Phone Number	Rent Amount	Date Rented
Address of Unit (Include Apt #)			# of Bedroom(s)/Bath(s)
Tenant Name (comparable)	Tenant's Phone Number	Rent Amount	Date Rented
Address of Unit (Include Apt #)			# of Bedroom(s)/Bath(s)

**As the Owner, I am aware that:**

I am not permitted to live in the unit while I am receiving housing assistance payments.  
Are you the parent, legal guardian, child, grandparent, sister, brother, stepparent or stepchild of any member of the tenant family?  Yes  No

\_\_\_\_\_  
Signature       Owner  Agent  Manager

\_\_\_\_\_  
Print Name      \_\_\_\_\_ Date      \_\_\_\_\_ Telephone Number

**Return this form ONLY if you are requesting a rental adjustment. Attach a copy of your notice of rental increase to your tenant.  
Please return completed form to the Housing Authority of the Birmingham District Leased Housing & Section 8 office at least 60 days prior to the end of the lease.**

**Housing Authority of the Birmingham District Use Only**

Date Received:	First Year of Lease? <input type="checkbox"/> Yes <input type="checkbox"/> No
Timely Notice: <input type="checkbox"/> Yes <input type="checkbox"/> No	Lease Expiration Date:
Date of Inspection:	Date Completed:
Date Returned:	