

ANNUAL ADJUSTMENT FACTOR SUBMISSION CHECKLIST FOR OWNER/AGENTS

Note: Requirements for determining eligibility and submitting an Annual Adjustment Factor (AAF) rent increase can be found in HUD Notice 02-10, the property HAP agreement, or the property regulatory agreement. 24CFR245 also applies to the process. A condensed list of requirements and suggestions can be found at <http://www.ihfa.org/housingcompliance.asp>.

HUD publications: www.hudclips.org

The Code of Federal Regulations (CFR's): <http://www.gpoaccess.gov/cfr/index.html>

Fair Market Rents: <http://www.huduser.org/datasets/fmr.html>

In order to facilitate processing, please ensure that all required documentation indicated below is included with each AAF rent increase request submitted.

Project Name: _____ Contract Anniversary Date: _____

1. _____ If gross rent is above fair market rent, a rent comparability study is enclosed.
2. _____ Cover letter requesting the increase that includes:
 - a. _____ The type of unit for which the increase is requested; and
 - b. _____ Confirmation of eligibility
3. _____ Unit Turnover Report for each unit type for which an increase is requested.
4. _____ Utility Allowance Analysis summary and recommendation (See UA Checklist)
5. _____ Notice to Tenants describing the 30-day comment period and:
 - a. _____ Copies of all written tenant comments;
 - b. _____ Owner/agent evaluation of the comments;
 - c. _____ Owner/agent Certification of Compliance with 24CFR245 (HUD Handbook 4350.1 Chapter 7, Appendix 2 or the IHFA web site)