

HCVP Owner Rent Increase Request Guide

Thank you for your participation as a Landlord in SCCHA's Housing Choice Voucher Program. This document contains information regarding how Landlord / Owner requests for a rent increase are submitted / processed.

- Requests must be submitted in writing either through the designated email address rentincreaserequest@sccha.org, by regular mail, faxed to 618-277-6951 or dropped off at our main office (1790 S. 74th St., Belleville, IL 62223). The tenant must also receive a copy of the rent increase request.
- The request must specify the unit address, tenant name, the current and requested rent amount. Incomplete requests will be returned to the owner / landlord.
- The request must be supported by the submission of at least two comparable rental properties in the same general neighborhood that are currently leased in the private market (not occupied by HCVP participants).
- Rent increases are **not** granted during the initial one-year term of the lease or during "extended" lease terms ---applicable to those landlords / owners who have residents renew a lease for another one-year term at the expiration of the initial term. Rent increases are processed at lease renewal under such circumstances. Rent increases can be considered at any time, but no more than once during the most recent 12 months, for participants in a month-to-month lease arrangement.
- Consistent with the Housing Assistance Payments Contract (HAPC), a minimum sixty (60) day notice of a rent increase must be provided to the tenant. For example, if a rent increase request is received on July 15th the earliest possible effective date is October 1st.
- Due to the extremely high volume of rent increase requests received, we are severely backlogged in processing requests. Delays of at least 90 – 120 days should be expected. Requests are processed in the order received and we are currently making retro-active adjustments as needed for approved rent increases in order to alleviate an adverse impact to the owner / landlord.

Your cooperation and understanding is appreciated.