

November 20, 2018

RE: Rent Increases Processed at Annual Recertification

Dear Housing Choice Voucher Program Landlord:

Thank you for your participation in the City of Decatur, Georgia's (DHA) Housing Choice Voucher (HCV) Program. We are pleased that you have chosen to be a member of our team and provide quality affordable housing to eligible families. **This letter serves to notify you of changes in the way we process rent increase requests.**

Effective January 1, 2019, rent increases will only be processed at annual recertification. Rent increases will not be processed at other times during the year.

Owners should submit the Notice to Increase Rent form at least ninety (90) days before the end of the lease term. The federal regulations require housing authorities to give families sixty (60) days' notice of a rent increase. The rent increase will be processed when the family's annual recertification is processed as long as the Notice to Increase Rent form is received by DHA ninety (90) days before the end of the lease term. The Notice to Increase Rent form can be found on DHA's website, www.decaurhousing.org.

The anniversary month is the month the Housing Assistance Payment (HAP) contract is effective. The family's anniversary is the first day of that month. For example, if the family moved into the unit November 16, 2018, the anniversary month is November 2019 and the Notice to Increase Rent form should be submitted to the tenant's Housing Specialist at least ninety (90) days before October 31, 2019.

Please keep in mind the family's HCV program anniversary date does not change when a new owner purchases the property where the family resides. The family's anniversary date remains the same.

Owners may not request a rent increase during the first term of the lease.

Owners may not request a rent increase more than once in a twelve (12) month period.

Thank you again for your participation with our Housing Choice Voucher Program. We value our landlords and look forward to continuing our relationship and providing quality affordable housing in DeKalb County.