

<<Name>>
<<Company>>
<<Address>>
<<Address>>

<<Date>>

SUBJECT: Automatic OCAF Rent Increase
<<Project name>>
<<Contract number>>
Rent Comparability Study Expires: <<Date>>

Dear <<Owner/Agent>>:

<<Project name>> is in a multi-year Housing Assistance Payments Contract and, as such, is eligible for an automatic rent increase to become effective <<Rent Increase Effective Date>>. The rent increase factor is <<0.00>>. The debt service amount used in the calculation of new rents is<<0.00>>.

Should you elect this rent increase, the new rents for <<Project name>> will be as indicated on the attached Exhibit A. Complete, execute and return three (3) forms HUD-92458 Rent Schedule Low Rent Housing to your HUD/PBCA within 10 days of receipt of this package.

Indicate below which rent increase option is to be applied in the upcoming contract year. Complete the Project information section that follows, and return this Notice and any attachments to your HUD/PBCA within 10 days of receipt of this package.

- I elect to receive the attached automatic rent increase.
- I **do not** elect to receive a rent increase for the upcoming contract year. Renew current rents.
- I elect to receive the attached automatic rent increase, and am submitting a Utility Analysis and recommendation for a change to the Utility Allowances. Supporting documentation is enclosed.
- I request a Budget Based Rent Increase for the upcoming contract year. The required documentation for this rent increase is enclosed.
- Other: _____

I (We) hereby certify that the debt service amount of <<0.00>> and the non-section 8 rent potential amount of \$_____ is true, accurate and complete to the best of my (our) knowledge and belief.

Project Name: _____

Owner Name: _____

Owner Signature: _____ Date: _____

Should you have any questions, please contact our office.

<<Signature Line>>
<<Title>>