Project name:

Contract No(s).

Project No.

I am requesting to renew the above Section 8 contract(s) under Option 2 of the *Section 8 Renewal Policy Guidebook* using 90% of SAFMRs (or FMRs if the project is not in a SAFMR area) as a market rent ceiling instead of performing a Rent Comparability Study. I believe both the current and proposed Section 8 rents are below market rents for similar units in the Section 8 project’s market area.

SAFMRs/FMRs used below are from the FMR schedule published on \_\_\_\_\_\_\_ (mm/dd/yyyy) for \_\_\_\_\_\_\_\_\_\_\_\_\_\_, the ZIP code, county, or MSA in which the project is located. Proposed rents were calculated using the OCAF/budget procedures from Chapter 4 of the *Section 8 Renewal Policy Guidebook*. The OCAF/ budget worksheet is attached. (*Complete columns 1 through 4, then make calculations as indicated.*)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Increase factor from Chapter 4: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |  | | | | | |
| 1 | 2 | 3 | 4 | 5 | 7 | 8 | 9 | 10 | 11 | 12 |
| **Units Reviewing** | |  | **Sec 8 Contract Rent** | | **Section 8 Gross Rent** | |  | **Section 8 Gross Rent** | |  |
| Unit Type | # of Units | Sq. Ft. | Current | Proposed  (Col. 4 x factor) | Current  (Cols. 4+6) | Proposed  (Cols. 5+6) | SAFMR/  FMR | Current (Cols. 2 x 7) | Proposed (Cols. 2 x 8) | SAFMR/  FMR Potential (Col. 2 x 9) |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | Totals |  |  |  |
|  |  |  |  |  |  | 90% of Total FMR Potential[[1]](#footnote-2) | | | |  |

*I/We, the undersigned, certify under penalty of perjury that the information provided above is true and accurate. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §§ 3729, 3802)*

Owner name (print or type)

Owner signature

Date (mm/dd/yyyy)

1. Both the current total and the proposed total must be less than 90 percent of the total SAFMR or FMR potential. [↑](#footnote-ref-2)