

OHCS Rent Request Forms COMPLETION GUIDE

GENERAL INFORMATION

Only one request to adjust/increase rents per year (12-month period) will be considered. Further, subject to IRC and other OHCS subsidy limits, OHCS may approve, deny or modify such rent request at its sole discretion. **NOTE: Rent Increase Request Forms submitted with errors will be returned for correction. Review period will begin upon receipt of corrected form.**

OHCS staff will review rent increase requests and determine if the requested increase is within program limits, reasonable and justified. OHCS will provide a notice indicating the maximum rents approved **per unit type, and if bifurcated per resident type**, until a future rent increase is requested and approved.

You must submit the documents and complete the forms associated with the level of review requested (Level 1, 2, 3 or 4). On the OHCS website, click on the level review from the Rent Increase Path chart and links are provided for all necessary forms as well as checklists of documents necessary for submission. .

Forms must ONLY include OHCS set-asides (do NOT include other PJ requirements or funders outside of OHCS).

DOCUMENT CHECKLIST

Document Checklist items include as they are relevant to each of the 4 levels of review and located within each of the levels. These will mimic the Rent Increase Path chart.

- Rent request forms associated with the level of review.
- List of all vacancies over the past 12 months. Include the number of days each unit was vacant and explain any vacancies over 30 days
- Current Utility Allowance documentation. Demonstrate property calculation
- Most recent Income Statement and Balance Sheet with YTD totals
- Current rent roll with move in dates, unit set-asides, bedroom size and tenant paid rent separate from any additional subsidy.
- Current HOME monitoring report if applicable
- Level 3 & 4 reviews require completion of a rent burden worksheet (LINK)
- Completed OAHTC worksheet to show pass-through will continue to be met with proposed NEW rents.

INSTRUCTIONS – Rent Request NO OAHTC

GUIDE	
	Property Name – Write in the Property’s name.
	Date – Write in the date you are completing and submitting the request form.
	Address – Write in the property’s address.
	County – Write in the county where the property is located.
	Earliest Approved Effective Date from last approval letter – Write in the effective date from the last approved letter. NOTE: The effective date may be different than the date of the letter itself.

Existing Rent Structure –OHCS Programs Required Set-Asides Only	
	Unit Type – Number of Bedrooms i.e. One Bedroom, Two Bedroom (All types must be listed)
	OHCS-HOME Low/High – Is the unit also an OHCS HOME unit? If so, is it a Low-HOME 50% unit or High- HOME 60% unit? OHCS HOME ONLY
	OHCS Set-Aside % AMI – If unit is an LIHTC unit or has other OHCS funding other than HOME (i.e. Risk Share, Elderly/Disabled, LIFT), include the set-aside per OHCS funding program i.e. % AMI of the unit type; 30%, 40%, 50% or 60%.
	Current Net Rent – Identify the maximum tenant rent (net rent) being charged per unit type. Tenant Net Rent = Gross Rent – Utility allowance.
	Current Utility Allowance – Identify the utility allowance amount per unit type.
Proposed Rent Structure – OHCS Programs Required Set-Asides Only	
	Note: First 3 columns match the columns above in Existing Rent Structure
	Unit Type – Number of Bedrooms i.e. One Bedroom, Two Bedroom All types must be listed; if not requesting an increase for a unit type, list the unit type and enter \$0 and 0% in the increase columns
	OHCS-HOME Low/High – Is the unit also an OHCS HOME unit? If so, is it a Low-HOME 50% unit or High- HOME 60% unit? OHCS HOME ONLY
	OHCS Set-Aside % AMI –If unit is an LIHTC unit or has other OHCS funding other than HOME (i.e. Risk Share, Elderly/Disabled, LIFT), include the set-aside per OHCS funding program i.e. % AMI of the unit type; 30%, 40%, 50% or 60%?
	Proposed Tenant Rent (Net) – Indicate the proposed tenant rent (net rent) for each unit type. Proposed Tenant Net Rent = Proposed Gross Rent – Utility Allowance.
	Percent Increase – This is a pre-calculated field within the form. Please do not alter the formula.
	Dollar Increase – This is a pre-calculated field within the form. Please do not alter the formula.
	Utility Allowance – Identify the utility allowance amount per unit type.

	Current Program Max Rent Limit (MTSP/HOME) – Identify the current program maximum rent limit per unit type. This is located on the limit pages per county at: http://www.oregon.gov/ohcs/pages/research-income-rent-limits.aspx
	Difference (from Max Rent) – This is a pre-calculated field within the form. Please do not alter the formula.
	Management Agent – The name of the management agent for the property
	Contact – Contact name of person filling out the form
	Title – The title of the person filling out the form
	Phone – Phone contact for person filling out the form.
	Email – Email contact for person filling out the form.

INSTRUCTIONS – Rent Request WITH OAHTC

OAHTC – Oregon Affordable Housing Tax Credit

This program requires the Owner to provide additional rent reductions directly to the tenants. The application of the required amount of pass-through can be applied to each unit evenly (the monthly minimum required per unit) or it can be applied in differing greater amounts to fewer units. As long as the total annual required pass-through is being met.

Determining Net Tenant Rent BEFORE OAHTC-

The maximum amount of rent that can be charged per unit type before any OAHTC pass-through (reduction in tenant rent) is applied. You can determine this if you know the pass-through amount being applied to the rent for the unit >>

Net Tenant Rent (Max approved Rent – UA) + Pass-through amount = Net Tenant Rent Before OAHTC pass-through.

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Existing Rent Structure –OHCS Programs Required Set-Asides Only	
	Unit Type – Number of Bedrooms i.e. One Bedroom, Two Bedroom (All types must be listed).
	OHCS-HOME Low/High – Is the unit also an OHCS HOME unit? If so, is it a Low-HOME 50% unit or High- HOME 60% unit? OHCS HOME ONLY
	OHCS Set-Aside % AMI – If unit is an LIHTC unit or has other OHCS funding other than HOME (i.e. Risk Share, Elderly/Disabled, LIFT), include the set-aside per OHCS funding program i.e. % AMI of the unit type; 30%, 40%, 50% or 60%
	Current Net Rent – Identify the maximum tenant rent (net rent) being charged per unit type.

	Tenant Net Rent = Gross Rent – Utility allowance.
	Utility Allowance – Identify the utility allowance amount per unit type.
OAHTC Information	
	Required Annual Pass Through Amount – Total annual dollar amount required to pass through on the property
	Total Number of Units in the Project – Total number of units to receive pass through according to OAHTC documentation.
	Average Monthly Amount Per Unit - This is a pre-calculated field within the form. Please do not alter the formula.
Proposed Rent Structure – OHCS Programs Required Set-Asides Only	
	Note: First 3 columns match the columns above in Existing Rent Structure
	Unit Type – Number of Bedrooms i.e. One Bedroom, Two Bedroom All types must be listed; if not requesting an increase for a unit type, list the unit type and enter \$0 and 0% in the increase columns
	OHCS-HOME Low/High – Is the unit also an OHCS HOME unit? If so, is it a Low-HOME 50% unit or High- HOME 60% unit? OHCS HOME ONLY.
	OHCS Set-Aside % AMI – If unit is an LIHTC unit or has other OHCS funding other than HOME (i.e. Risk Share, Elderly/Disabled, LIFT), include the set-aside per OHCS funding program i.e. % AMI of the unit type; 30%, 40%, 50% or 60%
	Current Net Rent BEFORE Pass Through - Identify the maximum tenant rent (net rent) being charged per unit type before the application of any OAHTC pass-through. Formula: Net Tenant Rent (Max approved Rent – UA) + Average Pass-through amount = Net Tenant Rent Before OAHTC pass-through.
	Proposed Net Tenant Rent BEFORE OAHTC – Indicate the proposed tenant rent (net rent) for each unit type before the application of any OAHTC Pass-through. NOTE: This amount must not be higher than the amount recorded on column H of the OAHTC Worksheet.
	Average Pass Through - This is a pre-calculated field within the form. Please do not alter the formula.
	Proposed Net Rent AFTER Pass Through - This is a pre-calculated field within the form. Please do not alter the formula.
	Percent Increase – This is a pre-calculated field within the form. Please do not alter the formula.
	Dollar Increase – This is a pre-calculated field within the form. Please do not alter the formula.
	Utility Allowance – Identify the utility allowance amount per unit type.
	Current Program Max Rent Limit (MTSP/HOME) – Identify the current program maximum rent limit per unit type. This is located on the limit pages per county at: http://www.oregon.gov/ohcs/pages/research-income-rent-limits.aspx .
	Difference (from Max Rent) – This is a pre-calculated field within the form. Please do not alter the formula.
	Management Agent – The name of the management agent for the property
	Contact – Contact name of person filling out the form
	Title – The title of the person filling out the form
	Phone – Phone contact for person filling out the form.
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