



OCHA Rent Increase Guidelines

Frequency of Rent Increase

After the initial lease term has ended, the [Orange County Housing Authority \(OCHA\) Administrative Plan](#) allows that landlords can increase rent once every 12 months. While OCHA staff will consider exceptions to this policy of one increase per year, staff reserve the right to refuse more than one request. Rent increases are not allowed during the initial lease term.

Timing of Rent Increase

OCHA staff request that all rent increases be made in coordination with clients' annual recertification process. This greatly eases administrative burden, eliminating the need to do multiple reexaminations for a client in a single year.

- All rent increases take place on the first of the month at least 60 days after the date of the request. This is to allow sufficient notice and preparation on the part of tenants.

Amount of Rent Increase

There are two limits for rent increases:

- OCHA staff test all proposed rent increases using a HUD-approved third party service against similar rented/leased units in the area. If requested rent is above the average rent, OCHA staff will deny the requested rental increase and propose a counteroffer.
- If the proposed increase would make the current tenant rent burdened (defined as the tenant spending more than 40% of their income on rent), OCHA staff will deny the rent increase and make a counteroffer.

Tenant Notice

OCHA requests that the landlord obtain a tenant signature on the above form so that staff can verify that tenant notification. By signing, tenants are not agreeing to the increase, they are acknowledging that the landlord is making this request. If a tenant refuses to sign, landlords can notify OCHA staff at their earliest convenience.

- The tenant has the option to accept or refuse the increased rent amount and may exercise their right to move as a result.

How to Submit

You can submit this signed document to HCV@orangecountync.gov, by fax (919-944-8496) or by mail or dropbox at either our Hillsborough (300 W. Tryon St.) or Chapel Hill (2501 Homestead Rd.) locations. If your request includes a change of utility responsibility, complete the Change of Utility Responsibility Form (in addition to the Rent Increase Request Form).

Mailing Address
P.O. Box 8181
Hillsborough, NC 27278

Hillsborough Office
300 W. Tryon Street
Hillsborough, NC 27278

Chapel Hill Office
2501 Homestead Road
Chapel Hill, NC 27516



Housing Authority

RENT INCREASE REQUEST FORM

To request a rental increase for a tenant/unit, please submit this completed form and any supporting documents either by e-mail to HCV@orangeocountync.gov or via the mail to the address located at the bottom of this form.

Tenant/Unit Information:

Tenant Name: _____

Unit Address: _____
Street Address City State Zip

Bedrooms: _____ # Baths: _____ Square Footage: _____ Year Built: _____

RENT INCLUDES THE FOLLOWING UTILITIES: [] ELECTRIC [] WATER [] SEWER [] GARBAGE
[] NATURAL GAS [] PROPANE/BOTTLED GAS

Current Rent: _____ Requested/Proposed Rent: _____

Effective Date: _____

The effective date must be at least 60 days after submitting this form to the OCHA and must be on the first of the month. Any non-compliant effective date will be moved to the nearest, compliant effective date available.

Owner Information:

Owner/Landlord Name: _____

Address: _____
Street Address City State Zip

Phone Number: _____ Email: _____

Acknowledgment and Signatures:

I certify that the information provided on this form is complete and accurate to the best of my knowledge and that the rent requested is not greater than the rent for any other unassisted unit in the building. **As an owner**, I understand this request must be **submitted 60 days** prior to the effective date. And the request may result in an increase in the tenant's portion of the rent and the tenant may exercise the right to move as a result. Conversely, **as a tenant**, I understand the request may *not* result in an increase of rent and the owner may exercise the right to issue the tenant a notice to vacate the unit in accordance to the terms and policies stated in the lease and Housing Assistance Payment (HAP) Contract.

Tenant Signature

Owner Signature

Date

Date

Mailing Address
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Hillsborough, NC 27278

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