



City of
**Santa
Monica**

Santa Monica Housing Authority
1685 Main Street, Mail Stop #19
Santa Monica, California 90401

SMHA Rent Increase Guidelines

Please note that it is the responsibility of property owners/managers to complete this form in its entirety. SMHA is unable to provide assistance in completing the form

Rent Increase Timing

SMHA staff requests that property managers submit rent increase requests as part of tenants' annual recertification process to ease administrative burden for all parties involved.

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 tenants sufficient notice and preparation.

SMHA staff will send out rent increase request forms to the property managers/owners corresponding with tenants' annual recertification dates.

Rent Increase Amount

For rent increase requests at a tenant's annual reexamination, the PHA may request owners to provide information about the rents charged for other units on the premises, if the premises include more than 4 units. In evaluating the proposed rents in comparison to other units on the premises, the PHA will consider unit size and length of tenancy in the other units. However, rent increases are subject to applicable rent control limits, including those set forth in applicable recorded deed restrictions. In no case may the total contract rent exceed the reasonable rent; however, pursuant to HUD regulation, rent may be restricted to an amount lower than the reasonable rent by applicable rent control limits, as set forth below:

For units subject to the Santa Monica Rent Control Law (Article XVIII of the City Charter), annual rent increases are equal to the yearly general adjustments determined by the Santa Monica Rent Control Board. The allowable increase will take effect no earlier than September 1st of each year. To verify that your building is rent controlled go to <https://www.smgov.net/departments/rentcontrol/mar.aspx>. To check the yearly general adjustment percentage permitted go to <https://www.santamonica.gov/maximum-lawful-rent>

For units that are not subject to the Santa Monica Rent Control Law but are subject to the rent increase provisions of the California Tenant Protection Act, annual rent increases are permitted as set forth in California Civil Code Section 1947.12. To check the annual rent increase permitted go to <https://dcba.lacounty.gov/portfolio/rent-increases/> For deed-restricted apartments, annual rent increases, if permitted, are subject to applicable limits set forth in the recorded deed restriction. Please review copy of your deed restriction for details.

In the event there is a federal, state, or local state of emergency in effect, rent increases may also be limited by California Penal Code Section 396(e), the statewide price gouging law.

Please note that permitted percentages/amounts are maximums. You can always request a lower increase than allowed, but you can't go above it. Also remember that the rent increases requested for voucher assisted tenants should be the same as would be applied to non-assisted tenants.

The owner must notify the tenant of any SMHA-approved increase pursuant to state and local laws, regardless of whether the owner provides the tenant a copy of this form.

Tenants may reject SMHA-approved rent increases and vacate the unit, notifying SMHA and the landlord as required by their lease, SMHA Family Obligations, and/or state and local laws.

DOCUMENT SUBMISSION You may submit these documents at the 24/7 Housing dropbox off 323 Olympic Drive or send the requested information via:

Email: housinglandlord@santamonica.gov

Mail: Santa Monica Housing Authority 1685 Main Street, Mail Stop # 19 Santa Monica, CA 90401

Santa Monica Housing Authority

RENT INCREASE REQUEST FORM

Tenant/Unit Information:

Tenant Name: _____

Unit Address: _____

1. Select the regulation that you applied to determine your rent increase request below:

For units subject to the Santa Monica Rent Control Law (Article XVIII of the City Charter), annual rent increases are equal to the yearly general adjustments determined by the Santa Monica Rent Control Board. The allowable increase will take effect no earlier than September 1st of each year.

☐ For units that are not subject to the Santa Monica Rent Control Law but are subject to the rent increase provisions of the California Tenant Protection Act, annual rent increases are permitted as set forth in California Civil Code Section 1947.12. Go to the following link to check

☐ For deed-restricted apartments, annual rent increases, if permitted, are subject to applicable limits set forth in the recorded deed restriction.

2. Select all the designations below that apply to your unit. Please attach documentation that verifies unit type.

- ☐ Santa Monica Rent Control ☐ Section 202 ☐ Partial TCAC/LIHTC ☐ 100% TCAC/LIHT
☐ Section 221(d)(3) (BMIR) ☐ Section 236 (Insured or Noninsured)
☐ Deed Restricted (Area Median Income Affordability Level: _____%)
☐ Other (Describe other subsidy, include state or local subsidy): _____
☐ None

Indicate Current Rent Amount: _____; NEW Proposed Rent: \$ _____

Annual Re-examination Date: _____

Requested rent increases must comply with any affordability restrictions applicable to the unit.
If you are submitting a rent increase request for a tenant who was not included in the original email, please send the request directly to the assigned Housing Specialist for review.

The effective date must be at least 60 days after submitting this form to the SMHA 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: _____

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. I understand this request must be **submitted 60 days** prior to the effective date.

Designated Contact for Rent Increase (Optional): Name: _____; Email Address: _____

All contract modifications, rent increase requests, and rent increase notices will be sent to this designated email address.

Add your signature electronically, or print, sign, and scan/mail the form to return it.

Owner/Landlord Name: _____ Date: _____

Signature: _____