**Rent Adjustment**

**OCAF and AAF**

**Complete Package Checklist**

**OCAF**

[ ]  OCAF Worksheet – Attachment 3B

[ ]  Utility Analysis, if applicable

[ ]  RCS, if applicable

**AAF**

**1) Gross Rent above stated FMR (section 8 NC or SR only)**

[ ]  Letter stating an AAF rental increase at this time with detailed explanation

[ ]  Copy of Owner’s Certification – Appendix 3 of Notice 02-10

[ ]  RCS Adjustment Worksheet Certification – Appendix 5 of Notice 02-10

[ ]  RCS (new or adjusted) – Pre-MAHRA RCS’s are only good for one year. O/A may have the RCS professionally updated every year (4x) giving the RCS a life span of 5 years instead of getting a new one done.

[ ]  Number of units in which turnover occurred since the last HAP contract anniversary for each unit type – sample format Appendix 4 of Notice 02-10

[ ]  Utility Allowance Analysis – if applicable

**2) Gross Rent below stated FMR (and LMSA or PD programs)**

[ ]  Letter stating an AAF rental increase at this time with detailed explanation

[ ]  Number of units in which turnover occurred since the last HAP contract anniversary for each unit type – sample format Appendix 4 of Notice 02-10

[ ]  Utility Allowance Analysis – if applicable