



















Steps for Requesting Rent Increase Exception*

*Exceptions for new construction or lowincome housing are handled separately

Self-Certification:

administrative process.
Currently available for
3% to 8% (evaluated annually)

Receive Confirmation

Includes:

- Confirmation of receipt of self-certification
- Tenant determination notification (comes from DSI)
- Option for appeal within 45 days of determination
- Audit information

Complete initial financial worksheet and other forms

Includes

documentation of:

- Net Operating Expenses
- Annual Income
- Amortized Capital Improvement formulas
- Where asking for deferred rent increases, Just Cause documentation

Submit "Rent Increase Exception Request" form

Found online here

Rules describe what needs to be submitted.

Includes:

- Applicant information
- Property information
- Justification selection
- Increase amount proposed
- Portion of building impacted
 - Rent roll for notification — Unit numbers (not names e.g., Resident of Unit 102)

Staff Determination

Receive Confirmation of Application

Includes:

- Information for submitting supporting documentation
- Next steps for making a determination
- Staff contact information
- Staff notification to residents that an application has come in for review

Work Towards Determination

Includes:

- Dialoguing with City staff
- Submitting additional or missing details
- Note: an application is abandoned if no action after 60 days

Conclusion

Includes:

- Determination letter provided to applicant
- Tenant determination notification (comes from DSI)
- Option for appeal within 45 days of determination

Appeal to Hearing Officer

Optional for
Landlords or tenants
not satisfied with the



