Steps for Requesting Rent Increase Exception*

Exceptions for new construction or low-income housing are handled separately

Self-certification: administrative process. Currently available up to CPI + 1.95% (to be evaluated annually)

Receive Confirmation
Includes:
- Confirmation of receipt of self certification
- Tenant 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 ie 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 notifies residents that an application has come in for review

Work Towards Determination

Includes:
- Dialogue 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 and tenants
- **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 staff determination