



















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

Complete financial worksheet and other forms

Includes documentation of:

Net Operating Expenses

- Annual Income
- Amortized Capital Improvements
- Just Cause (when requesting deferred rent)

Submit "Rent Increase Greater than 3% — Landlord Application" form

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 receipt

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 Department 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 to applicant
- Determination notice to tenant (comes from DSI)
- Option for appeal within 45 days of determination

Appeal to Hearing Officer

Optional for landlords or tenants not satisfied with the department







