



All RCC Clients,

We have been told by our clients that the RCC software does an excellent job tracking when units are due for an increase. The software does such a great job that we have been asked if we can produce rent increase notices for exempt units. There are two types of exempt units:

- Housing Choice Voucher Program (HCVP, aka Section 8) which requires a completed "Rent Increase Request Form" filled out six months in advance as shown here.

 <p><b>The District of Columbia Housing Authority Housing Choice Voucher Program (HCVP) RENT INCREASE REQUEST FORM</b> <i>(Incomplete forms will not be processed)</i></p>	
Landlord Name and Mailing Address _____	
_____	Phone# _____
_____	Email _____
_____	Tax I.D. # _____
<small>(Please write legibly)</small>	
<b>HCVP PARTICIPANT INFORMATION</b>	
Tenant Name: _____	No. Bedrooms: _____
Unit Address: _____	Current Rent: _____
Unit # _____ Washington, D.C. ZIP _____	Does your lease make provisions for a rent increase? Yes <input type="checkbox"/> No <input type="checkbox"/>
Requested Increase Amount: _____	
<b>PROPERTY INFORMATION</b>	
<b>I. BUILDING TYPE:</b> <i>(Check one)</i>	
High-rise: <input type="checkbox"/>	Mid-rise: <input type="checkbox"/>
Duplex: <input type="checkbox"/>	Interior Row: <input type="checkbox"/>
	Garden: <input type="checkbox"/>
	Single Family: <input type="checkbox"/>
	Townhouse: <input type="checkbox"/>
	Semi-Detached: <input type="checkbox"/>

- Exempt commercial units or units built after 1975, such as basement units.

We will be offering a new service that produces the HCVP form already filled in with all of the information that is required. All you have to do is fill in the increase amount that you want to take (after looking up market rents on the HCVP website), sign and date it and send it to HCVP. You would get these forms six months in advance of a HCVP unit coming up for an increase so that you will not lose your chance to increase these units.

We will also be offering a service in which you would get a list of all of your exempt units on a worksheet and increase them the same way you increase rent controlled units. Since they are not rent controlled, there would be no limit on the increase you can take. We will produce a custom rent increase letter and mail it out for you.

Now you have no excuse for losing track of your exempt units. If you want to process exempt unit increases, please fill out the form below and fax it back to us. If you have any questions, please call @ 240-361-6161 x102 or email it to me [gene@RentControlConsultants.com](mailto:gene@RentControlConsultants.com).

Sincerely,

Gene Santomartino

## EXEMPT UNIT RENT CHARGED INCREASE OPTION

I want to process rent charged increases on “**EXEMPT**” units and acknowledge that the cost of this additional service will be the same cost as processing increases on rent controlled units.

**MANAGEMENT COMPANY:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

Please fax back to RCC @ **240-361-6163**  
No cover sheet is necessary