

Internal



Berkeley Housing Authority

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Rent Increase Informational Notice

To begin the rent increase process, you must provide the following documents:

1. A notice to the BHA of any proposed change in the amount of the rent to the owner at least sixty days before proposed changes go into effect. The notice must include the following information:
 - a. Tenant Name
 - b. Tenant Address
 - c. Effective date of proposed change
 - d. Signature
2. Provide a written copy of the “**Notice of Intent to Increase the Rent**” that was served to your tenant at least sixty (60) days in advance with the following:
 - a. Address the notice to the tenant/head of household.
 - b. Include the complete property address, including apartment number if applicable.
 - c. Indicate the effective date of the increase.
 - d. State the proposed rent amount.
 - e. Ensure the notice is signed by the owner or agent and dated.
 - g. Include a copy of the written notice provided to your tenant stating the property’s exemption under AB 1482.
3. A completed **Unit Characteristics Survey**. The Unit Characteristics Survey provides specific information about the property to assist in making the most informed rent reasonableness determination.

Staff will review your rent increase to ensure compliance with AB 1482. However, it remains the Landlord’s responsibility to ensure that the rent increase aligns with AB 1482 regulations.

Rent increases will be limited to 5% plus the local Consumer Price Index (CPI) or 10%, whichever is lower. The rate of inflation will be tied to the Consumer Price Index (CPI) in each metropolitan area which is currently at 8.8%.

Upon receipt of all required information (via mail, fax or email), the rent reasonableness determination will begin. We will promptly inform both you and the tenant of BHA’s decision upon completion of the determination. **Please allow for a processing period of up to 60-days.**

BHA is unable to offer legal advice on AB 1482 or any matter regarding tenancies. Please consult your own legal counsel for assistance. For inquiries regarding AB 1482, please contact the Attorney General’s office via this link: <https://oag.ca.gov/contact>.