



California Affordable Housing Initiatives, Inc.

Complete Package Requirements

Option 2 Rents at or Below Market

Option 2 is for Owners requesting renewal of Section 8 contracts with current rents at or below comparable market rents.

For full instructions and requirements for a renewal of a HAP contract, please refer to the Section 8 Renewal Policy Guide (click [here](#) for a full copy).

Owner signed HUD-9624 Contract Renewal Form and Worksheet

(click [here](#) and complete pgs 1-3 **and** pgs 6-7 for Initial **or** pgs 8-10 for Subsequent Renewals);

An RCS prepared in accordance with Chapter 9 of the Section 8 Renewal Guide, if applicable. If using an existing RCS, the term of the contract cannot exceed the remaining life of the RCS)

(click [here](#) and review Chapter 9);

Owner's RCS Certification

(sample is found [here](#) labeled Appendix 9-2-1 **and** Appendix 9-2-2);

Tenant One-Year Notification Letter

(sample is found [here](#) labeled 'One-Year Notification Letter');

For a Budget-Based rent increase request, the worksheet is found [here](#). Additionally, see the Complete Package Requirements for Budget Based adjustments found [here](#). For an OCAF rent increase adjustment request, the worksheet is found [here](#). Additionally, see Complete Package Requirements for OCAF adjustments found [here](#).

Tenant Notification of Rent Increase for **Budget** requests

(sample is found [here](#));

Full Utility Allowance Analysis, if applicable

(FAQ is found [here](#) under the Utility Increases tab);

If there is a decrease in UA, 30-day Tenant Notification of UA Decrease

(sample is found [here](#));

A signed Owner's Certification of Compliance with Tenant Comment Procedures executed after the 30-day comment period

(sample is found [here](#)); and

HUD has adopted a DocuSign process for all Contract Renewals. Due to this change, a routing slip is required for your contract renewal, regardless of type and/or terms. Please click this [link](#) to download the PBCA routing slip and complete the property portion (page one) of this form. Once completed, please submit it as a Word document to cahi-submissions@cgifederal.com. The property will have another opportunity to verify and update this form (if necessary) before the contract is signed.

NOTE: This list of documents is not exhaustive. Please be advised that other documents may be required for the renewal option selected. Additionally, with the exception of the HUD forms, the samples within the links serve as acceptable templates. You are not required to use these documents.

Per the section 8 renewal guide, should a notice need to be issued for both a rent increase and a utility allowance decrease, a single notice is sufficient if the owner clearly identifies both items in the notice.

Please submit all Rent Adjustment and Contract Renewal documents via email in pdf format to cahi-submissions@cgifederal.com with a cc to your CAHI Central Contract Specialist.

Please contact your CAHI Central Contract Specialist if you have questions about complete package requirements. A listing of our staff including contact information can be found at: <http://www.cahi-oakland.org/Staff.aspx>