

## Annual Rent Adjustments

Each Grantee is responsible for developing a process for Owners to submit a written request to obtain an annual increase of the gross rent (including utilities, if applicable). The Grantee should review and approve each written request and ensure that the approved annual rent adjustment coincides with Part II of the RAC, section 2.7(b). The Grantee will document the approved contract rent increase and utility allowance adjustment (if applicable) on a rent schedule (Form HUD-92458) and on Exhibit 1 of the RAC Part 1.

Once the adjustment is approved and appropriate documentation obtained, the updated rent increase must be entered into IREMS:

### **Grantees who are PBCAs**

PBCAs can enter rent adjustments directly into IREMS and should ensure the appropriate documentation is kept on file. Additional information on entering the adjustments is located here: <https://www.hud.gov/sites/dfiles/Housing/documents/iremswnew2900.pdf>

### **Grantees who are TCAs**

TCAs must submit rent adjustments including the updated Exhibit 1 and Rent Schedule to [PRAContracts@hud.gov](mailto:PRAContracts@hud.gov) to be entered into IREMS. TCAs should keep all documentation of the rent adjustment on file.