

Section 8 Annual Contract Rent Adjustment Worksheet

U.S. Department of Housing
and Urban Development
Office of Housing
Federal Housing Commissioner

1. Project Name	2. Project No.	3. City, State, Zip Code	4. HAP Year Beginning / /	5. Federal Register Area: Title	Highest Utility included in rent? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Part A: AAF Rents and AAF Rent Potential

	Column a	Column b	Column c	Column d	Column e	Column f	Column g
1. Unit Type							
2. Current Section 8 Rents							Potential (per month) \$
3. Back Out of Some/All of Prior Special (Explain in Item 10a below)							Total (per month) \$
4. Line 2 - Line 3							
5. AAF <input type="checkbox"/> Local Area Factor (See 10b below) M M D D Y Y <input type="checkbox"/> From Fed.Reg.Dated:							
6. AAF Rents (Line 5 x Line 4, rounded up to next \$)							
7. Number of Units (Include non-revenue producing units.)							Total Units
8. AAF Monthly Potential (Line 6 x Line 7)							Potential (per month) \$
9. AAF Annual Potential (Line 8 Potential x 12)							Potential (per year) \$

10. Comments
a. Explain why any portion of a prior special is being backed out.

b. Attach a description of how any Local Area Factor was calculated. Identify here the geographic area covered by this factor:

Project Name _____	Project No. _____	HAP Year Beginning _____/_____/____
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Part G: Special Adjustments for Taxes, Insurance or Utility Cost Increases

	Taxes	Insurance	Utilities	
1. New Annual Expense	\$ _____ /yr.	\$ _____ /yr.	\$ _____ /yr.	
2. Old Annual Expense	\$ _____ /yr.	\$ _____ /yr.	\$ _____ /yr.	
3. Annual Increase (Line 1 - 2)	\$ _____	\$ _____	\$ _____	
4. AAF Annual Rent Potential (line A9)	\$ _____ /yr.			16. Maximum Allowable Special Adjustment o If line G14 is positive or zero, enter zero. o If line G14 is negative, enter the lower of G15 or G14
5. Collection Percentage	\$ _____ %			\$ _____
6. Estimated Rental Income (line G4 x G5)		\$ _____ /yr.		17. Residual Receipts to be Applied Residual Receipts Balance as of ____/____/____ was \$ _____ (\$ _____ per unit)
7. Non-Rental Income		\$ _____		\$ _____
8. Debt Service	\$ _____			18. Special Adjustment Approved (line G16 - G17)
9. Reserves	\$ _____			\$ _____ /yr.
10. Operating Expenses	\$ _____			19. Special Adjustment Factor: 1.0 + $\frac{\text{Line G18}}{\text{Line G4}}$
11. Cash Requirement (G8 + G9 + G10)		\$ _____ /yr.		1.
12. Throw-off Before NP/Distribution Allowance (G6 + G7 - G11)		\$ _____		20. Comments:
13. NP/Distribution Allowance		\$ _____		
14. Short Fall After NP/Distribution Allowance (G12 - G13) Show negative amount in parentheses.		\$ _____		
15. Total Annual Increase in Tax, Utility and Insurance (Add amounts on line G3)		\$ _____ /yr.		

	Column a	Column b	Column c	Column d	Column e	Column f	Column g
21. Unit Type							
22. AAF Rents (from line A6)							
23. New Rent with Special Adjustment (G19 x G22)							
24. Number of Units (from line A7)							
25. New Monthly Potential with Special Adjustment (G 23 x G 24)							Potential (per month) \$ _____
26. New Annual Potential with Special Adjustment (line G 25 Potential x 12)							Potential (per year) \$ _____