



# ST. CLAIR COUNTY HOUSING AUTHORITY

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Re: HCVP Owner Rent Increase Request Guide

We value your participation as a Landlord in the Housing Choice Voucher Program overseen by the St. Clair County Housing Authority. This document outlines critical information regarding the processes involved in submitting and processing requests for rent increases by Landlords or Owners. It is important to be aware that failure to adhere to the specified steps may result in delays or rejected submissions. If the document is not completed correctly, you will receive a notification detailing the necessary corrective actions required for proper submission.

Due to the extremely high volume of rent increase requests received, SCCHA staff are backlogged in processing requests. Delays of at least 90 – 120 days should be expected. Requests are processed in the order received and we are currently making retro-active adjustments as needed for approved rent increases to alleviate an adverse impact to the owner / landlord.

1. All requests for rent increases must be submitted exclusively via the designated form available on the website. Once completed, the form should be sent via email to [rentincreaserequest@sccha.org](mailto:rentincreaserequest@sccha.org). Additionally, it is required that the tenant receives a copy of the submitted rent increase request.
2. It is essential that the request includes the full address of the unit, the name of the tenant, as well as both the current and proposed rental amounts. Additionally, all amenities associated with the unit must be verified to determine their applicability. Any requests that are not fully completed will be sent back to the property owner or landlord for further action.
3. The request must be supported by the submission of at least **two** comparable rental properties in the same general neighborhood that are currently leased in the private market (not occupied by HCVP participants).
4. Rent Increase Request Timing Requirements: This Rent Increase Request form must be submitted between (120) days and (60) days prior to the date of lease expiration. The rent increase request window closes at (60) days before the Participant's annual recertification date. This date varies by Participant and is based on the yearly anniversary of the original HAP Contract.
5. Consistent with the Housing Assistance Payments Contract (HAPC), a minimum **sixty (60) days'** notice of a rent increase must be provided to the tenant. For example, if a rent increase request is received on July 15<sup>th</sup> the earliest possible effective date is October 1<sup>st</sup>.
6. Rent increases are **not** granted during the initial one-year term of the lease or during "extended" lease terms --- applicable to those landlords / owners who have residents renew a lease for another one-year term at the expiration of the initial term. Rent increases are provided annually in conjunction with the Participant's annual recertification.
7. All details regarding your rent increase will be conveyed exclusively through email or postal mail. While we appreciate your calls, it is not practical for us to respond to each one. Should you wish to receive an update on your rent increase application, please direct your inquiries via email to [rentincreaserequest@sccha.org](mailto:rentincreaserequest@sccha.org).
8. It is essential to ensure that the St. Clair County Housing Authority has an accurate email address on record for all correspondence. Most of our communications will be conducted via my email, as this method facilitates more efficient exchanges and enables a faster response time.

We are grateful for your continued support in facilitating the smooth operation of this process.

Sincerely,

  
Vera Jones  
Executive Director