

Option 1 Mark-Up-To-Market

Initial/Subsequent Renewal

- HUD-9624 Contract Renewal Form.
- HUD-9624 Renewal Worksheet for Option 1 – Requesting a Contract Renewal Under the Mark-Up-To-Market Procedure.
- Option 1 Eligibility Spreadsheet (Option 1a only).
- Rent Comparability Study (RCS) prepared as outlined in Chapter 9 of the Section 8 Renewal Policy Guide (S8RPG).
- Appendix 9-2-1, signed and dated Owner's Checklist for RCS Submission.
- Owner's Cover Letter to accompany RCS.
- Statement confirming the current/basic rents for Non-Section 8 units when rent potential differs from the current Rent Schedule (*Units where rents are not set by HUD*)
- Utility Allowance (*if applicable*)
 - An analysis must be submitted at the end of every three year period. As an example, Baseline FY 2016, next analysis is due FY 2019;
 - Notice to Tenants of Utility Decrease, *as applicable*;
 - Refer to Housing Notice 2015-04 for criteria regarding UAF year requirements.
- Notice to Tenants of Proposed Rent Increase.
- Owner's Certification as to Compliance with Tenant Comment Procedures in 24 CFR Part 245, as applicable (HUD Handbook 4350.1, Chapter 7, Appendix 2).
- Subsequent Contract Renewals Only: Copy of the owner's 'One Year Letter of Intent to Renew or Opt-Out' of the Section 8 Contract.