

Tenant Notice of Intent to Request Rent Increase Limit Waiver

[PROPERTY NAME]

[PROPERTY ADDRESS]

Date: [Insert Date]

Dear Resident(s),

This notice is to inform you that **[Property Name]** intends to submit a request to the **California Tax Credit Allocation Committee (CTCAC)** to **waive the current rent increase limit**, as allowed under state law.

Why You Are Receiving This Notice

Effective January 1, 2025, state regulations limit annual rent increases to the lesser of:

- 5% plus the percentage increase in the cost of living, or
- 10% of the lowest rent charged to your household in the last 12 months.

We are requesting a **waiver of this limit** because of serious financial needs at the property that threaten its long-term stability and operations.

Proposed Rent Increase

We are proposing to increase rents by **[Insert \$ amount or %]**.

This request is due to:

- ☐ Rising insurance premiums
- ☐ Urgent property repairs or capital improvements
- ☐ Increased maintenance and operations costs
- ☐ Ongoing financial losses
- ☐ Other: [Insert explanation]

Please note: **No rent increase is happening at this time.** This is only a notification that a waiver is being requested.

You Have the Right to Comment

Tenants may submit comments about this request directly to the California Tax Credit Allocation Committee (CTCAC). Comments may be submitted by:

- **Email:** mayra.lozano@treasurer.ca.gov

- **Mail:** CTCAC, 901 P Street, Suite 213A, Sacramento, CA 95814
- **Phone:** (916) 654-6340

Please include the property name **[Property Name]** in your message.

Language Access – Important Notice

This notice is available in the **primary language** spoken by residents at this property. If you need help understanding this notice or would like a translated copy, please contact the management office.

Este aviso está disponible en su idioma principal. Si necesita ayuda para entender este aviso o desea una copia traducida, comuníquese con la oficina de administración.

通知可以使用您的主要语言。如果您需要帮助理解此通知或需要翻译版本，请联系物业管理办公室。

(Include additional translations as required based on your tenant population.)

Next Steps

CTCAC will review the waiver request. If it is approved, you will receive a formal rent increase notice with the effective date and amount. If it is not approved, no rent increase beyond the allowed cap will be applied.

Thank you for your time and attention.

Sincerely,

[Property Manager's Name]

[Management Company Name]

[Phone Number] | [Email Address]