



## National Housing Compliance

### **Owner Annual Adjustment Factor Renewal Checklist (AAF)**

- Cover letter requesting an AAF Increase
- Unit Turnover Report (Appendix 4)
- Rent Comparability Study (RCS), if applicable
- Certification of Compliance with the Requirements of Notice, if applicable (Appendix 3)
- AAF RCS Adjustment Worksheet, if applicable
- Utility data analysis:
  1. Identify the type of utilities covered by the utility allowance and submit supporting documentation from each utility company.
  2. A sufficient sample data to determine if an increase is necessary.
  3. The data should cover a period of 12 months for each unit considered in the analysis.

**Reference:** HUD Notice H 2002-10