



Housing Authority of the County of San Mateo's Landlord Newsletter



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Happy New Year! As we welcome 2025, we are excited to launch the first edition of our quarterly landlord newsletter. This initiative aims to keep you informed, share valuable resources, and strengthen our partnership throughout the year. We appreciate the trust and collaboration you've shown to support our rental subsidy program and residents of San Mateo County. Wishing you a prosperous year ahead!

Contract Rent Increase Requests - Landlords can request a contract rent increase after the initial lease term. Written requests must be issued to the tenant at least 60 days prior to the proposed effective date and a copy of the request is to be provided to the Housing Authority of the County of San Mateo (HACSM). Details about the contract rent increase request process can be viewed [here](#).

Rent Cap (AB1482) & CPI - The Consumer Price Index (CPI) for San Mateo County effective August 2024 is 3.8%. If your unit falls under AB1482, the rent cap is calculated by the CPI + 5% or no more than 10%. All landlords are responsible for following local and state rental laws. If you have questions on how the rent cap applies to you, contact Project Sentinel at 800-339-6043 to leave your name and phone number for a call back.

Smoke Alarms and Carbon Monoxide Alarm/Detectors - Effective December 29, 2024, HUD regulation requires units have at least one battery operated or hardwired smoke detector in proper working condition on each floor in the unit and in every bedroom. Battery-operated smoke detectors must be a 10-year sealed battery, and tamper resistant. The carbon monoxide detector is required on each level and must be in the immediate vicinity of each sleeping area or within each sleeping room and in the attached garage, if applicable.

Life Threatening - 24 Hour repair - Smoke detectors and/or carbon monoxide detector cited by the HACSM are considered life threatening conditions and *requires 24-hour correction upon HACSM landlord notification*. The housing assistance payment (HAP) will be abated in cases life threatening conditions are not corrected within the deadline.

Email Notifications to HACSM

- Lease violation notices and/or landlord issued Notices to Vacate: Email a copy of the notice to **Customer Service** at csteam@smchousing.org. A letter from the assigned caseworker will be mailed to the landlord and tenant with important information.
- Contract Rent increase request to your tenant: Email a copy of the request to **Leasing Team** at leasingteam@smchousing.org. A letter from the assigned inspector will be mailed to the landlord and tenant with important information.
- Notices can also be mailed to HACSM at 264 Harbor Blvd., Bldg. A, Belmont, 94002 or fax to 650 802-3372





We would like to hear from you! Email leasingteam@smchousing.org if you have any feedback or suggestions for future newsletters.

HOW TO SUBMIT A RENT INCREASE REQUEST





The landlord is responsible for providing a written request for an increase to the tenant and provide a *copy of the notice to the Housing Authority (HACSM)* at least 60 days prior to the proposed effective date. *Submission of a rent increase request does not guarantee HACSM approval.

Under program rules, the landlord may request a contract rent increase after the initial lease term.

1). Place the request in writing to the tenant and include the following information in the notice:

-  current rent
-  proposed rent
-  Effective date (*must be at least 60 days*)
-  Optional: include any upgrades and/or modifications made to the unit within the past 12 months.

2). Issue the notice to the tenant, and at the same time, provide a copy of the notice to the Housing Authority (HACSM), Attention Leasing Team, using one the following:

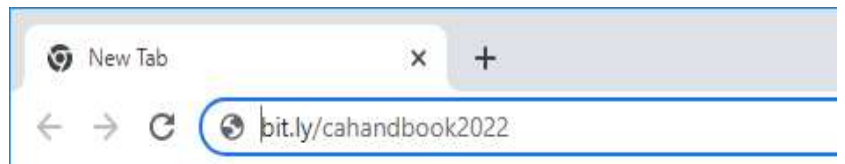
-  **email** to leasingteam@smchousing.org
-  **fax** to 650-802-3372
-  **mail** to the Housing Authority 264 Harbor Blvd. Bldg. A, Belmont, CA 94002
-  Upon receipt of the notice, HACSM will send an acknowledgment letter to the landlord and the tenant via U.S. postal service.

*Rent increase requests will be reviewed for rent reasonableness and Rent Cap (AB1482), if applicable.

A decision letter of approval or denial will be provided to the landlord and a copy to the tenant within 45 days. *Note: The tenant's portion of rent is determined by the HACSM, and the tenant should never pay more rent than what is determined by the HACSM.*

Note: Late or duplicate submissions to the HACSM may delay the review process. Photocopies will not be accepted.

Type any of the links below into a URL to get the resources online.



California Tenant and Landlord Handbook - bit.ly/cahandbook2022

(See page 47 for rent increase notice information)

Advice or Guidance with enforcing lease agreements - bit.ly/leasesupportsmc

RENT INCREASE EFFECTIVE DATES

Below is a chart that shows the earliest effective date for an approved contract rent increase based on the date the notice is received by the Housing Authority.

All rent increase requests received are date-stamped, and a copy of the request is mailed with the acknowledgment letter to the landlord and tenant. The contact information for the assigned inspector is included on the acknowledgment letter.

If notice is received by the Housing Authority on	The rent increase effective date will be	If notice is received between	The rent increase effective date will be
January 1 - 31			April 1
February 1 – 28 (29)			May 1
March 1 - 2	May 1	March 3 - 31	June 1
April 1 - 2	June 1	April 3 - 30	July 1
May 1 - 2	July 1	May 3 - 31	August 1
June 1 - 2	August 1	June 3 - 30	September 1
July 1 - 2	September 1	July 3 - 31	October 1
August 1 - 2	October 1	August 3 - 31	November 1
September 1 - 2	November 1	September 3 - 30	December 1
October 1 - 2	December 1	October 3 - 31	January 1
November 1 - 2	January 1	November 3 - 30	February 1
December 1 - 3	February 1	December 3 - 31	March 1