



# MICHIGAN MULTI-FAMILY ASSET MANAGERS

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## **Option 1: Mark-Up-To-Market Checklist**

Chapter 3 of the Section 8 Renewal Policy Guide

### **Initial & Subsequent Contract Renewals**

<b>Documents needed</b>	<b>Handbook Reference and/or Form Number</b>
<input type="checkbox"/> One-Year Notification Letter	Section 8 Renewal Policy Guide - Appendix 11-2
<input type="checkbox"/> Contract Renewal Request Form	Form HUD 9624
<input type="checkbox"/> Renewal Worksheet for Option 1	Form HUD 9624
<input type="checkbox"/> Rent Comparability Study (RCS) <b>Note:</b> Regardless if the property has an RCS that is less than 5 years old, a new RCS is required to renew under this option.	Section 8 Renewal Policy Guide - Chapter 9

### **Multi-Year Rent Adjustments (years 2-5 of the contract)**

#### **OCAF Rent Adjustment**

<b>Documents needed</b>	<b>Handbook Reference and/or Form Number</b>
<input type="checkbox"/> OCAF Rent Adjustment Worksheet	Form HUD 9625
<input type="checkbox"/> Amortization Schedule	
<input type="checkbox"/> Rent Schedule	Form HUD 92458



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