



## Option 3 Referral to RECAP

### **Option 3A – RECAP Lite**

- ☐ HUD-9624 Contract Renewal Form.
- ☐ HUD-9624 Renewal Worksheet for Option 3A – Requesting Referral to RECAP.
- ☐ 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-HUD regulated (unassisted) units when rent potential differs from the currently approved Rent Schedule.
- ☐ 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.
- ☐ 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.

### **Option 3B – RECAP Full**

- ☐ HUD-9624 Contract Renewal Form, including certification that that the property's rents exceed comparable market rents.
- ☐ HUD-9624 Renewal Worksheet for Option 3B – Requesting Referral to RECAP.
- ☐ RCS is optional (if the owner has secured an RCS, please send with other items).
- ☐ Statement confirming the current/basic rents for non-HUD regulated (unassisted) units when rent potential differs from the currently approved Rent Schedule.
- ☐ 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.



- ☐ 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.