

Request For Rent Increase/Decrease

1. To Be Completed By Property Owner

TENANT Info: Name (Last) _____ (First) _____ (MI) _____

Rental Unit Address: _____ Unit Number: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

OWNER Info: Name (Last) _____ (First) _____ (MI) _____

Address: _____ TIN or SSN: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Cell: _____

Email: _____ Vendor Number: _____

**I hereby request a rent (select one) INCREASE or DECREASE
on the above rental unit based on the following justification:**

(Please fill out all requested items below. Do not list maintenance items caused by regular wear and tear.)

Current Rent: _____ Requested Rent: _____

HAP Contract Anniversary Date: _____ Proposed Effective Date: _____

General Unit Information

Number of: Bedrooms: _____ Bathrooms (Full): _____ (Half): _____ Unit Size (Square Feet): _____

Building Type (Select One): Condo? Yes No

Single Family Detached Duplex/Triplex/Fourplex Rowhouse/Townhouse Manufactured

High Rise Low Rise (Including Garden/Walkup) Single Room Occupancy Independent Group Residence

Amenities and Services Included in Rent:

Lawn Care Refrigerator Dishwasher Central Air Washer/Dryer In Unit
 Pest Control Stove Garbage Disposal Window/Wall A/C Unit Washer/Dryer In Complex
 Pool Microwave Gated Community Ceiling Fans Washer/Dryer Hookups

Heat Source: Central Air Heat Pump Window/Wall Space

Parking: Carport Assigned Garage Street Unassigned Driveway Open Covered None

Exterior: Balcony Patio Deck Porch

Unit Quality: Newly Constructed or Completely Renovated Well Maintained and/or Partially Renovated
 Adequate, but Some Repairs May be Needed Soon

General Unit Information (Continued from first page):

1. The cost of amenities can be included in the requested rent amount. These amenities will be taken into consideration for making the rent determination. The tenant cannot be charged a separate fee for these amenities if they are included in the rent. The tenant should not enter into any additional agreement for these amenities. If the rent determination shows that the tenant does not have enough income to support the rent plus amenities, the rent request will be denied.

2. Tenants can choose to pay for an amenity on their own so long as the cost of the amenity is not part of the rent. Any agreement signed by the tenant for amenities must have the same termination date as the lease and cannot state that the fee is considered additional rent. This agreement must be disclosed to the HCV program. The HCV program does not assume responsibility for failure of tenant to comply with any provision of the amenities agreement. Tenant is advised to carefully consider the burden of an additional expense before entering into an agreement.

To the best of my knowledge the information above is correct.

Signature of Property Owner

Date

2. To Be Completed By Tenant

I understand that due to the above rent increase/decrease requested by the owner, my rent may be adjusted higher or lower. This is in addition to other adjustments due to changes in income and/or family composition reported at my annual recertification.

Signature of Tenant

Date

- Owners should review the area rental market prior to requesting an adjustment to the contract rent. The rent reasonableness analysis to be conducted by GHA may yield results equal, higher, or lower than the current contract rent.
- Owners must not collect on the rent increase amount until receiving written approval from GHA.
- GHA may limit and/or deny rent increase requests due to funding availability or restrictions.
- Request for rent increases must be requested at least 60 days before the anniversary of the lease for the new rent to be effective on the anniversary date. A late request will be processed, but will be effective on the first of the month 60 days subsequent to the request date, and will not be applied retroactively.
- GHA requires owners of multi-unit rental projects to provide a rent roll.
- GHA shall not grant a rent increase unless the owner has complied with obligations under the HAP contract, including compliance with the HQS for all contract units.

3. To Be Completed By Owner

Tenant Refused or Not Available to Sign

The tenant REFUSED or was NOT AVAILABLE to sign

The OWNER MUST provide the following in order for the rent increase to be considered:

- This completed Rent Increase Request Form
- Copy of the Notice provided to the tenant of the rent increase that is not effective sooner than 60 days from the date of the Notice.
- Proof of service/delivery of the Rent Increase Notice to the tenant.