RENT INCREASE REQUEST FORM

Landlord name:		**Client name:**	
Landlord Address:		**Unit Address:**	
Landlord email:		**Client Email:**	
Landlord phone#:		**Client phone#:**	

The policy regarding rent increase is as follows:

- The owner cannot change the rent during the initial lease term (first year). After the initial lease term, the owner may request a rent increase in accordance with the owners' lease.
- Payment standards are subject to change at any time and any amount requested over the payment standard will increase the participant's rent portion regardless of any future income changes.
- All rent increase requests are subject to a rent reasonableness analysis and may be denied.
- The Housing Authority may request owners to provide information concerning the rents charged for other units on the premises if the premises include more than four units.
- **All rent increases will be effective the first of the month sixty (60) days after the Housing Authority's receipt of the owner's request or on the date specified by the owner, whichever is later.**
- Rent Approval or Denial letter will be sent from the Housing Authority at least 30 days prior to effective date.

Date of Request:	
Current Rent Amount:	
Proposed Rent:	
Effective Date:	

By signing this document, I agree to the proposed rent amount. I have read and understand the policy as it is written above. I understand that this is only a request and is subject to Housing Authority approval.

****Attention clients and landlords**: **Please understand that the increased rent amount may increase the amount that the program participant pays and not the amount of the subsidy payment. Also, failure to submit ALL required and properly filled out documents within required 60-day time frame will result in delay of rent increase and will also result in adjustment of new effective lease terms. Please be aware that original lease dates may be adjusted depending on when paperwork for rent increase request was received.**

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Landlord's Signature **Date** **Client's Signature** **Date**