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REQUEST FOR RENTAL INCREASE/DECREASE FORM

Housing Choice Voucher Program owners must request a rent increase, in writing, at least 60 days prior to the effective date of the proposed increase. RHA will agree to such an increase only if the amount is considered reasonable according to rent reasonable standards. No rent increase is permitted during the initial term of the lease, and owners may request a rental increase only once every 12 months. **Note: After receiving this request, RHA will evaluate the reasonableness of any rental increase based on current market conditions. If this evaluation reveals that the current contract rent amount is unreasonable, the request for a rental increase will be denied and owners will be required to reduce their current rent amount.**

Fill out the information below and the attached Unit Information Form.

Tenant Name: _____ Date Submitted: _____

Case Manager: _____

Unit Information

Unit Address: _____

City, State & ZIP Code: _____

Lease End Date: _____ Current Rent : _____ Tax Credit Unit: Yes No

Landlord Information

Owner/Agent Name: _____ Contact Number: _____

Email Address: _____ Alternative Number: _____

Full Mailing Address: _____

Requested Rent Amount: \$ _____ Requested Effective Date: _____

Will the responsibility of utilities change or stay the same? Change Same

Owners may provide a minimum of three comparable units to be evaluated for rent reasonableness. Units must be comparable in square footage, age, bedroom/bathroom size, unassisted, outside of your property within a 5-10 mile radius. Details must also include property name, address and phone number.

Internal Use Only

Approved Amount: _____ Denied

Effective Date: _____

Process:

With Annual Annual Correction Interim Interim Correction

Mail/Email LL & TT Approval Letters Mail/Email LL & TT Denial Letters Initials: _____