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REQUEST FOR RENTAL INCREASE/DECREASE FORM

Housing Choice 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. HCHA 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, HCHA 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: _____



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Unit Information Form (Form MUST be completely filled out)

Tenant Name: _____ Proposed Rent: _____

Unit Address: _____ Apartment Number: _____

City, State, Zip _____

Unit Size & Age

of Bedrooms: _____
of Bathrooms: _____
Square Ft. _____
Year Built: _____

Unit Quality

New construction or completely renovated
 Well maintained or partially renovated
 Adequate but some repairs may be needed soon

Building Type

Single Family/House Detached
 Manufacture/Mobil Home
 Two/Three Family (Duplex)
 Apartment/Townhome/Condo

Flooring Materials

Carpet
 Hardwood
 Tile
 Vinyl

Air Conditioning

Central
 Window/wall
 Evaporative Cooler
 None

Appliances and Amenities (Included with Rent)

Stove/range Washer (W) Cable TV
 Refrigerator Dryer (D)
 Gated community W/D hookup only
 Pool High Speed Internet

Utilities

			Paid By	
Heating	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Tenant	<input type="checkbox"/> Owner
Cooking	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Tenant	<input type="checkbox"/> Owner
Water Heating	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Tenant	<input type="checkbox"/> Owner
Other Electric			<input type="checkbox"/> Tenant	<input type="checkbox"/> Owner
Water	<input type="checkbox"/> City Water	<input type="checkbox"/> Well Water	<input type="checkbox"/> Tenant	<input type="checkbox"/> Owner
Sewer	<input type="checkbox"/> Public Sewer	<input type="checkbox"/> Septic Tank	<input type="checkbox"/> Tenant	<input type="checkbox"/> Owner
Trash Collection			<input type="checkbox"/> Tenant	<input type="checkbox"/> Owner

Parking

Street
 Off-street
 Garage
 Carport
 Assigned

Distance to Light Rail

Service not available
 Onsite
 Within _____ blocks (enter 1-5)
 Within _____ miles (enter 1-5)
 More than 5 miles away

Distance to Bus Stop

Service not available
 Onsite
 Within _____ blocks (enter 1-5)
 Within _____ miles (enter 1-5)
 More than 5 miles away

Other Features

Cable ready
 Ceiling fans
 Dishwasher
 Garbage disposal
 Microwave
 Mini blinds

Other Features

Back porch
 Balcony
 Deck
 Fenced backyard
 Fenced front yard
 Front porch
 Patio

Accessibility Features

32" doors
 Flat entry
 Ramped entry