



REQUEST FOR RENT INCREASE / DECREASE

1. TO BE COMPLETED BY PROPERTY OWNER (PLEASE PRINT OR TYPE)

Tenant's Name _____ Tenant ID _____
Rental Unit Address _____ Unit # _____
City _____ State _____ Zip Code _____
Phone # _____

Owner's Name: _____ TIN or SSN _____
Address _____
City _____ State _____ Zip Code _____
Cell _____ Email _____ Vendor # _____

I am hereby requesting (a) rent increase or (b) decrease on the above rental unit. Please provide requested overall unit characteristics and amenities below. (Do not list maintenance items caused by ordinary wear and tear.)

(Please check one of the following) ☐ Rent Increase ☐ Rent Decrease

HAP Contract Anniversary Date	Current Rent	Requested Rent	Proposed
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General Unit Information

No. Bedrooms _____ No. Bathrooms _____ Full _____ 1/2 _____ Unit Size _____ square feet

BUILDING TYPE (select ONE)

Check here if Condo ☐

☐ 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

<input type="checkbox"/> Garbage Disposal	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Ceiling Fans
<input type="checkbox"/> Pest Control	<input type="checkbox"/> Washer/Dryer in Complex	<input type="checkbox"/> Window-Wall A/C Unit
<input type="checkbox"/> Washer/Dryer in Unit	<input type="checkbox"/> Central Air	<input type="checkbox"/> Pool
<input type="checkbox"/> Gated Community	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Washer/Dryer Hookups
<input type="checkbox"/> Stove	<input type="checkbox"/> Lawn Care	<input type="checkbox"/> Microwave

Heat Source

☐ Central Air ☐ Heat Pump ☐ Window/Wall ☐ Space

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.**
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.**

PARKING

- ☐ Car Carport ☐ Assigned ☐ Car Garage ☐ Street ☐ Unassigned ☐ None
☐ Driveway ☐ Open ☐ Covered

EXTERIOR

- ☐ Balcony ☐ Patio ☐ Deck ☐ Porch

UNIT QUALITY

- ☐ A. Newly constructed or completely renovated
☐ B. Well maintained and/or partially renovated
☐ C. Adequate, but some repairs may be needed soon

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

Owner's Signature

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.

Tenant's Signature

Date

Tenant Refused or Not Available to Sign (completed by owner):

The tenant [] refused [] was not available to sign. The owner must provide the following for the rent increase to be considered by HAJP:

- [] This completed Rent Increase Request Form

3. IMPORTANT NOTICE TO OWNER

- Owners should review the area rental market prior to requesting an adjustment to the contract rent. The rent reasonableness analysis to be conducted by JHA HCVP 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 JHA HCVP.
- JHA HCVP may limit and/or deny rent increase requests due to funding availability or restrictions.
- JHA HCVP may require Owners of multi-unit rental projects to provide a rent roll.
- JHA HCVP shall not grant a rent increase unless the Owner has complied with obligations under the HAP contract, including compliance with HQS for all contract units.