



## RENT INCREASE REQUEST FOR HCV CLIENT

**Remember Housing and tenants/clients need a written 60 day notice of any rent increase or utility changes. If faxing this request to Housing, please print off the confirmation report indicating it was sent. This verification maybe needed in the future. Might be best to fax and mail this form. Thank you.**

DATE OF REQUEST: \_\_\_\_\_ Client Name: \_\_\_\_\_

Client Address: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Landlord fax #: \_\_\_\_\_ Landlord e-mail address: \_\_\_\_\_

Current rent \$ \_\_\_\_\_ Proposed rent increase \$ \_\_\_\_\_ Effective date: \_\_\_\_\_

**What utilities and/or fees are paid by client/tenant:** GAS ELECTRIC WATER SEWER TRASH

Other \_\_\_\_\_

**What utilities and/or fees are paid by landlord:** GAS ELECTRIC WATER SEWER TRASH

Other \_\_\_\_\_

The program regulation requires the PHA to certify that the rent charge to the Housing Choice Voucher tenant is not more than the rent charged for other unassisted comparable units. **Owners of properties with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises:**

Address and unit #	Date leased	Rental Amount per lease

**A lease must be provided to Housing Connect when there are rent increases or changes to who pays the utilities. This will help the Housing Specialist to know the term dates, verify rent amounts and other fees. If your lease does not indicate that it renews on a month to month basis after the original termination date, a new lease must be signed even if there are no changes to the original lease.**

**Please fax, mail, or drop off the rent increase form 60 days prior to the rental increase effective date, per HAP contract # 15 Changes in Lease or Rent (d). A new lease agreement will be requested after approval of rent increase.**

**Warning: Title 18, Section 1002 of the U.S. code, states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any Department or Agency of the U.S. or the department of Housing and Urban Development.**