



RENT INCREASE REQUEST FORM

Owner Name: _____ Vendor ID: _____

Contract Renewal Date: _____

Owner Address: _____

Owner City, State, Zip: _____

Tenant Name: _____ Tenant ID: _____

Unit Address: _____

Unit City, State, Zip: _____

Each year, at the time of tenant reexamination, owners participating in the Housing Choice Voucher program may request an increase in their contract rent. To make a request, this form must be completed and submitted to the Housing Choice Voucher Program Office at least 90 days prior to the tenant reexamination effective date.

Prior to approval of any rent increase, the unit must have a "pass" rating on the most recent HQS inspection, and the rent must be determined reasonable to assure that rent charged for the unit is comparable with other unassisted units of similar type (24 CFR 982.507). **Please note:** If HANO determines that your current contract rent is higher than the Reasonable Rent, your rent may decrease.

To be Completed by Owner/Agent

Has the responsibility for the utilities been changed during the past year? ☐ Yes ☐ No

If yes, when (mm/dd/yy)? ____ / ____ / ____

Which utility(ies)/fuel type?: _____

What is the proposed new rent for the specified unit and tenant? \$ _____

By executing this request, the owner certifies that the unit is in decent, safe and sanitary condition and that he/she is in compliance with the terms and conditions of the lease.

Owner/Agent's Name and Signature

Date

Daytime Telephone Number

Tenant acknowledgement: I have reviewed this form and the information is accurate. I am aware of the increase in rent the owner has requested and that this request may result in an increase in my portion of the rent.

Tenant's Signature

Date

Daytime Telephone Number

Return this completed form and the to HANO Housing Choice Voucher Program Office.

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