



Commissioners
Shawnelle Gross, Chair
Terri Sinnott-Chardukian, Vice Chair
Lester B. Wright, Jr., Treasurer
Charles LeMay, Commissioner
David Hughes, Commissioner

NOTICE / REQUEST FOR RENT INCREASE

After the initial lease term, owners/agents may submit a written request for a rent adjustment. Please note:

- This form must be signed by the owner/agent and the tenant. A copy of must be given to the Housing Authority.
- If the lease is month-to-month, the Housing Authority must receive this form at least 60 days prior to the desired effective date.
- The contract rent amount cannot be changed during the first year of tenancy.

PART 1 – TO BE FILLED OUT BY LANDLORD

OWNER/AGENT NAME: _____ TENANT NAME: _____

OWNER/AGENT SIGNATURE: _____ TENANT SIGNATURE: _____

CURRENT CONTRACT RENT: \$ _____ REQUESTED NEW RENT: \$ _____

UNIT ADDRESS: _____

REASON FOR INCREASE: _____

REQUESTED EFFECTIVE DATE: ___/___/20___ **The effective date of the rent increase will be on the 1st of the month following the 60 day notice. (For example: A request received by the KHA on 1/3/2017 will be effective no sooner than 4/1/2017.)*

EXECUTING A NEW LEASE? YES NO **If yes, please provide a copy of the new lease with this form. A new lease is NOT required unless utility responsibility has changed or a new lease term is desired.*

PART 2 – TO BE COMPLETED BY THE HOUSING SPECIALIST

- The KHA will review all requests for rent adjustments. A proposed rent adjustment will be reviewed to determine rent reasonableness by analyzing rents for other comparable unassisted units in the market.
- If the KHA determines that the proposed rent adjustment is not reasonable, you will be notified.
- If the KHA determines that the rent adjustment is reasonable, the Housing Specialist will notify the owner/agent and tenant, by mail, of the change in rent and the effective date of the change.

REQUEST FOR INCREASE IS: APPROVED DENIED/REASON: _____

HOUSING SPECIALIST INITIALS: _____ Date: _____

