

**East Point Housing Authority
Rental Increase Request Form**

Rental increases for your unit(s) may be requested annually. However, there is a process that has to be completed for the requested amount to be considered. Annually when rental increases are requested, they must be received by the office in writing 60 days prior to the tenant's annual recertification effective date. Please make note that when you receive the notice of **Annual Inspection** or notice of **Annual Recertification** of your specific unit (which is normally 60 days prior to the renewal of the lease term) it is time to request a rental increase. If the request is not received within 60 days, the current rent will remain the same. All rental increases are required to meet a reasonable rent comparison prior to approval.

Landlord Information

Landlord Name: _____

Company Name (if applicable): _____

Address: _____

Phone Number: _____

Fax Number: _____

Email: _____

Tenant Information

Tenant Name: _____

Unit Address: _____

Phone Number: _____

Email: _____

Current Contract Rent: \$ _____

Requested New Contract Rent: \$ _____

Effective Date of Increase: _____

Property Details

Number of Bedrooms: _____

Number of Bathrooms: _____

Utilities Provided by Owner: Water Gas Electric Trash Other: _____

Utilities Paid by Tenant: Water Gas Electric Trash Other: _____

Building Type: Low-rise (2-6 stories) High-rise (7+ stories) Garden/Walk-up Apartment
 Rowhouse, Townhouse or Duplex (2 family) Single Family Detached

Year Built: _____

Year last major rehab was completed _____

Building Facilities/Unit Amenities Provided by Owner (Check all that apply)

- Playground
- Covered/Garage Parking
- Off-Street Parking
- Storage Outside Unit
- Pool
- Security System
- Security Guard
- Desk Security
- On Site Management
- On Site Maintenance
- Day Care
- Laundry Facility
- Community Room
- Carpeting
- Garbage Disposal
- Washer/Dryer Connection

Washer/Dryer Included

Other (Specify) (please specify): _____

Is this unit designed to accommodate tenants with mobility impairment? Yes No

Does a tenant with mobility impairments occupy this unit? Yes No

Are the common areas accessible to tenants with mobility impairments? Yes No

Reason for Increase

Market Adjustment

Increased Operating Costs

Other (please specify): _____

Required Attachments

- - Copy of current lease agreement
- - Documentation supporting requested increase (e.g., comparable rents, cost increases)
- - W-9 Form (if not already on file)

Landlord Certification

I certify that the information provided is true and accurate, and that the requested rent increase complies with HUD and East Point Housing Authority guidelines.

Landlord Signature: _____

Date: _____

Tenant Certification

I am fully aware of the requested amount made by my landlord and that should my income change during the contract period, I will be responsible for paying any amount of the HAP to the owner and by signing this consent form there will be no concessions made to the above agreement.

Tenant Signature: _____

Date: _____

Note: A unit must pass the annual inspection to be eligible for a rental increase. If a unit fails the inspection a rental increase will not be granted until the following annual year.