

SAMPLE RENT INCREASE REQUEST LETTER

Date

Holbrook Housing Authority
1 Holbrook Court
Holbrook, MA 02343

RE: Rent increase request for (insert Tenant name and unit address, including unit #)

To Whom It May Concern:

I am the landlord/property manager for the Tenant listed about and I would like to request a rent increase from \$ (current rent amount) to \$ (proposed rent amount) effective (date). I am also attaching the completed Section 8 Rent Reasonable Form and completed Owner/Agent Utility and Contract Rent Certification Form.

I understand that I must submit this request to Holbrook Housing Authority (HHA) ninety (90) days ahead of the Tenant's annual recertification. I certify I have or will provide thirty (30) days' notice to the Tenant as required by HUD and Massachusetts Law.

I realize that HHA needs time to review the requested increase and that I will be notified if the increase is approved or denied.

Sincerely,

Name

Address

Best # to be reached at

Owner/Agent Utility & Contract Rent Certification

Please complete this form in full, sign, date, and return to the office of Quincy Housing.
Failure to do so may result in the delay or termination of Housing Assistance Payments.

Effective Date: _____

Required Information

Landlord/Property Name: _____ Contact Person: _____

Phone #: _____ Email: _____

Tenant Name: _____

Tenant Address: _____

# of Bedrooms:	# of Full Baths:	# of Half Baths:
Square Footage:	Year Built:	

<u>For Office Use Only</u>	
LDI:	County:
Last CRI:	Census Tract:

Property Type: (circle one) Apartment, Duplex/Two Family, High Rise (5 or more stories), Low Rise (3 or 4 stories), House, Mobile Home, Row House, Townhouse/Villa, Triplex, or 4-Plex

Current Contract Rent for unit: \$ _____

Utility Type Gas, Electric, Propane, or Oil (Select one)	
Heat _____	Paid By _____
Cooking _____	Paid By _____
Hot Water _____	Paid By _____
Other Electricity _____	Paid By _____
Water <u>Well or City</u>	Paid By _____
Sewer _____	Paid By _____
Cooling System (Circle One)	
Central, None, Other, Swap Cooler, Unknown, Window or Wall	
Heat System (Circle One)	
Baseboard, Boiler, Central, Furnace, Heat Pump, None, Other, Radiator, Space Heater, Unknown, Window/Wall	

Amenities Included w/ Unit (Check all that apply)		
Indoor	Kitchen	Outdoor
<input type="checkbox"/> Cable Included	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Balcony
<input type="checkbox"/> Ceiling Fans	<input type="checkbox"/> Garbage Disposal	<input type="checkbox"/> Pool
<input type="checkbox"/> Dryer	<input type="checkbox"/> Microwave	Maintenance
<input type="checkbox"/> Washer	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Lawn
<input type="checkbox"/> W/D Hookups	<input type="checkbox"/> Stove	<input type="checkbox"/> Pest Control
<input type="checkbox"/> Onsite Laundry		<input type="checkbox"/> Trash
Other		
<input type="checkbox"/> Gated Community		
Parking (Circle any that apply)		
1 car garage, 2 car garage, 3 car garage, 1 covered space, 2 covered spaces, none, unknown		

Signature

Title

Date

