



Galveston Housing Authority

4700 Broadway, Suite A-100
(409) 765-1900

Galveston, Texas 77551
www.ghatx.org

Request for Annual Rent Adjustment

A rent adjustment request **MUST** be submitted 60 days before the annual recertification date. The Unit Information form on the back of this form must be completed and a copy of the letter or notice of rent adjustment to the resident must be attached.

If this form is incomplete or documents are missing, your request will not be processed.

PLEASE PRINT AND WRITE LEGIBLE

Landlord or Owner Name

Phone Number

Street Address and Unit Number

City, State and Zip Code

Resident Information

Resident Name

Annual Recertification Date

Street Address and Unit Number

City, State and Zip Code

\$ _____ current monthly rent for the unit

\$ _____ requested monthly rent for the unit for the reasons checked below (check all that apply):

The unit is a Stand Alone (house or garage unit) End Unit Interior/Middle Unit

The following maintenance and/or improvements were made to the unit:

 The following utilities, included in the rent, have changed:

Gas Electricity Water Sewer Trash Removal

Other utility _____

Other changes in costs of the unit:

Rent comparability on a similar unit located at:

Street Address and Unit Number

City, State and Zip Code

Signature of Landlord or Owner

Date

The Code of Federal Regulations (CFR) 982.507 states that the PHA must determine the reasonable rent before any adjustment in the rent to the owner. The PHA must determine whether the rent to the owner is a reasonable rent in comparison to rent for other comparable unassisted units. To make this determination the PHA must consider:

1. The location, quality, size, type and age of the contract unit; and
2. Any amenities, housing service, maintenance and utilities to be provided by the owner in accordance with the lease.

Signature of GHA Staff Member

Approved New Rent

Date



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Resident Name

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Bedrooms _____ Bathrooms _____ Square Footage _____ Year Built _____

The unit is a Stand Alone (house or garage unit) End Unit Interior/Middle Unit

Air Conditioning Central Window Unit

Heating Central Space Wall

Utilities **Tenant** **Owner**

Electricity

Natural Gas

Water

Sewer

Trash

Lawn Maintenance

Pest Control

Utility Type **Tenant** **Owner** **Electric** **Natural Gas**

Cooking

Heating

Water Heating

Amenities

- Stove
- Microwave
- Refrigerator
- Dishwasher
- Garbage Disposal
- Ceiling Fans
- Other _____
- Other _____
- Washer/Dryer
- Washer/Dryer Hook-ups
- On-Site Laundry
- Fenced Yard
- Pool
- Gated Community

Parking

- Garage
- Driveway
- Assigned
- Open
- Street