

# Salem Housing Authority Request for Rent Increase

## Month to Month Agreements\*

**To help us process your rent increase in a timely manner, please:**

- 1) Complete all information on this Rent Increase Request Form
- 2) Attach a copy of your notice to the tenant

### ATTENTION

**Notice of rent increase must arrive at the SHA office at least 60 days prior to the effective date of the rent increase. The new rent will become effective on the first of the month following the end of the 60-day period. For example: a rent increase request submitted to SHA on October 25, 2012 will become effective January 1, 2013.**

Tenant Name	<input type="text"/>	Address	<input type="text"/>
Current Rent	<input type="text"/>	Amenities	<input style="height: 40px;" type="text"/>
Proposed Rent	<input type="text"/>		

## OWNERS RENT CERTIFICATION

Section 8 Program regulations require the owner to certify that the rent charged to the Housing Choice Voucher (HCV) tenant in multifamily properties is not more than the rent charged for other unassisted comparable units at the same property. Please complete Section A, and Section B if applicable.

### SECTION A (1) MULTIFAMILY COMPARABLE UNITS (Same Property)

Section A is required. Most recent month to month agreements:

 Duplex/Triplex  
1 or 2 comparables

 Apartment, Fourplex or larger  
2 or 3 comparables

 Pad Space for Mobile Home  
1 comparable pad space

### (2) MULTIFAMILY COMPARABLE UNITS (Other Properties)

	Street Address and Unit Number	City	Date Rented	Rent Amount	No. Beds	No. Baths
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Any additional utility fees which are not part of the rent are not approvable.

Do the above comparable units have the same amenities as the HCV unit?  YES  NO If not, please explain:

Comment:

### SECTION B SINGLE FAMILY UNITS

 Single Detached Home

 Manufactured Home

 Individually Owned Condo/Townhouse

**CERTIFICATION** As Owner/Representative of the above tenant's rental property, I certify that the rent charged to Salem Housing Authority (SHA) is not more than the rents charged to my unassisted tenants.

Owner/Owner Representative Signature:

Owner/Owner Representative Name (print):

Date Signed:  Phone:  Email:

\* This form is only for month to month agreements. If you wish to go forward with a new 12-month lease, you must give the tenant a 90-days notice of the Offer of New Lease and send a copy to SHA. Please note that any changes in utility or appliance responsibility require an Offer of New Lease. A new 12-month lease will require entering into a new agreement with SHA and the tenant. A new inspection is required and the rent must be reviewed for both reasonableness and affordability for the tenant.

Revised October 2012 LG