

**Si necesita ayuda con este formulario, llame al 305-403-3222
Si w bezwen yo ede w ak fom sa a, tanpri rele 305-403-3222**

REQUEST FOR RENT INCREASE / DECREASE

1. TO BE COMPLETED BY PROPERTY OWNER (PLEASE PRINT OR TYPE)

Tenant's Name _____
Rental unit address _____ Unit # _____
City _____ State _____ Zip Code _____
Phone # _____ MDHCV Client # (if known) _____
Owner's Name _____ TIN or SSN _____
Address _____
City _____ State _____ Zip Code _____
Phone # _____ Fax # _____
Cell _____ Email _____ Vendor # _____

I am hereby requesting (a) rent increase or (b) decrease on the above rental unit based on the following justification. (In the space below highlight any improvements made to the property, added amenities, etc. Please provide requested overall unit characteristics and amenities below. Do not list maintenance items caused by regular wear and tear.)

(Please check one of the following) ☐ Rent Increase ☐ Rent Decrease

HAP Contract Anniversary Date _____

Current Rent _____

Requested Rent _____

Proposed Effective Date _____

GENERAL UNIT INFORMATION

No. Bedrooms _____ No. Bathrooms _____ Full ☐ 1/2 Unit Size _____ square feet

BUILDING TYPE

Check here if Condo ☐

☐ Single Family Detached ☐ Duplex/Triplex/Fourplex ☐ Rowhouse/Townhouse ☐ Manufactured ☐ High Rise

☐ Low Rise (including garden/walkup) ☐ Single Room Occupancy ☐ Independent Group Residence

AMENITIES AND SERVICES INCLUDED IN RENT

☐ Garbage disposal ☐ Cable ☐ Dishwasher ☐ Pool
☐ Pest Control ☐ Security System ☐ Lawn Care ☐ W/D Hookups
☐ Washer/Dryer in Unit ☐ Washer/Dryer in Complex ☐ Ceiling Fans ☐ Microwave (in addition to range)

1. The cost of amenities can be included in the requested rent amount. These amenities will be taken into consideration for making the rent determination. The tenant cannot be charged a separate fee for these amenities if they are included in the rent. **The tenant should not enter into any additional agreement for these amenities.** If the rent determination shows that the tenant does not have enough income to support the rent plus amenities, the rent request will be denied.
2. Tenants can choose to pay for an amenity on their own so long as the cost of the amenity is not part of the rent. Any agreement signed by the tenant for amenities must have the same termination date as the lease and cannot state that the fee is considered additional rent. This agreement must be disclosed to the HCV program. The HCV program does not assume responsibility for failure of tenant to comply with any provision of the amenities agreement. **Tenant is advised to carefully consider the burden of an additional expense before entering into an agreement.**

PARKING

☐ _____ Car Carport ☐ Assigned ☐ _____ Car Garage ☐ Street ☐ Unassigned ☐ None

EXTERIOR

☐ Balcony ☐ Patio ☐ Deck ☐ Porch

UNIT QUALITY

- ☐ A. Newly constructed or completely renovated
☐ B. Well maintained and/or partially renovated
☐ C. Adequate, but some repairs may be needed soon

To the best of my knowledge the information above is correct.

 Owner's Signature

 Date

2. TO BE COMPLETED BY TENANT

I understand that due to the above rent increase/decrease requested by the owner, my rent may be adjusted higher or lower. This is in addition to other adjustments due to changes in income and/or family composition reported at my annual recertification.

 Tenant's Signature

 Date

3. IMPORTANT NOTICE

- Owners should review the area rental market prior to requesting an adjustment to the contract rent. The rent reasonableness analysis to be conducted by MDHCV may yield results equal, higher, or lower than the current contract rent.
- MDHCV may limit and/or deny rent increase requests due to funding availability or restrictions.
- Request for rent increases must be requested at least 60 days before the anniversary of the lease for the new rent to be effective on the anniversary date. A late request will be processed, but will be effective on the first of the month 60 days subsequent to the request date, and will not be applied retroactively.
- MDHCV may require Owners of multi-unit rental projects to provide a rent roll.
- MDHCV shall not grant a rent increase unless the Owner has complied with obligations under the HAP contract, including compliance with the HQS for all contract units.