

Landlord Rent Increase

Attn: Rent Increase

The landlord must request the rent increase **60 days prior to the tenant's anniversary date** with the housing authority in writing, which is on the HAP contract that you signed when the tenant moved into the unit. The date is always the 1st of the month that the tenant moved into the unit.

The name of the tenant and address of the unit must be included within the content of the letter, also as to the reason why you are requesting the increase, must be a separate letter for each unit that you are asking an increase for.

The rent increase notice must state the **current rent** and the amount of rent you the landlord is requesting and the reason why.

The increase cannot exceed 3.5% of the current rent and can only be requested once a year.

Once the notice of the increase is received it will be reviewed and you will receive a letter whether or not it was approved and if approved the increase will take place when that tenants completes their re-certification.

Once the increase is approved you the landlord must notify the tenant in writing of the increase.