

# WARREN HOUSING AUTHORITY

## HOUSING CHOICE VOUCHER PROGRAM

### RENT INCREASE REQUEST FORM

#### **RENT INCREASE PROCESS:**

1. Owner/Property Manager submits Rent Increase Request to Warren Housing Authority
2. Warren Housing Authority determines rent reasonableness using Nelrod Rent Reasonableness
3. Warren Housing Authority notifies Owner/Property Manager and tenant in writing of approval or denial of rent increase.
4. **IF APPROVED:** Warren Housing Authority will make rent increase effective for 1<sup>st</sup> of the month following 90 days from WHA's receipt of the request.
5. **IF DENIED:** Warren Housing Authority will advise the Owner/Property Manager on the reasonable rent for the unit and allow the landlord to resubmit a modified Rent Increase Request.
6. A Notice of Rent Adjustment will be sent to the Participant and Owner/Property Manager notifying both parties of the effective date and new Tenant Rent and HAP amounts.

**Warren Housing Authority (WHA) strives to provide safe, decent, and sanitary housing conditions for very low-income families. Warren Housing Authority encourages landlords to seek fair market rents to allow for reinvestment in subsidized property and to continue to abide by Housing Quality Standards.**

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Owner / Property Manager Name

I hereby request a rent increase for \_\_\_\_\_ for the property located at  
Tenant Name

\_\_\_\_\_ in the contract rent amount of \$\_\_\_\_\_.  
Address amount

### **OWNER'S CERTIFICATIONS**

#### **Non-Subsidized Units**

The program regulation requires WHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. Owners must complete the following section for **the most recently leased comparable unassisted units within the premises.**

Address & Unit Number	Date Rented	Rental Amount
<u>1.</u>		
<u>2.</u>		
<u>3.</u>		

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## Restrictions on Leasing to Relatives

The owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the family.

## Tenant Non-payment of Rent

It is the Landlord's obligation to collect a tenant's monthly rent. Failure to ensure the collection of Tenant rent is a breach of the Owner's obligation to Warren Housing Authority. **24 CFR 983.353**

Please be advised, Tenant Non-Payment of rent **must** be reported in writing to Warren Housing Authority within 10 days of rent being delinquent. Tenant Non-Payment of Rent is considered a Lease Violation and breach of Family Obligation to both the Warren Housing Authority and Landlord.

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***Please contact the Housing Choice Voucher Program at 401-245-7019 option 4, with any questions or concerns.***

**Owner / Property Manager Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

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## **OFFICE USE ONLY**

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Received by: \_\_\_\_\_

Recommended Reasonable Rent: \$ \_\_\_\_\_

Approved

Effective date of Increase: \_\_\_\_\_

Denied      RR Notice mailed: \_\_\_\_\_