

RENT ADJUSTMENT REQUEST

In order to process your Rent Increase this form must be filled out in its entirety and sent to the Inspection Department at rentalincrease@housingforhouston.com at least 60 days prior to the anniversary date. After the first year anniversary of the lease the owner may request only one (1) adjustment to the contract rent within a 12 month period.

Apartment or Owner Name(if Apartments, enter Complex Name): _____

Address of Unit: _____ Apt #: _____ Zip Code: _____

☐ Single Family Detached ☐ Duplex ☐ Row House - Town Home ☐ Low/High Rise ☐ Manufactured Home

Number of Bedrooms: _____ Number of Baths: _____ Sq. Ft.: _____

Client Name: _____ Client Number: _____

Current Unit Contract Rent: _____ Requested Unit Rent: _____

Rental Adjustment Procedure:

Owner's and Managers are **required** to submit **two (2)** documents in order for the Houston Housing Authority to process a rent adjustment :

1. The Houston Housing Authority "Rent Adjustment Request Form"
2. Tenant's Acknowledgment of Rent Adjustment Request

Each unit will be processed individually for a rental adjustment. If an owner/manager has more than one unit and wants a rental adjustment on several units at the same time, the Rental Adjustment Procedure will be followed for each individual unit. Group rent adjustments are **NOT** allowed. **Any changes to utilities or appliances must be reported separately from the Rent Adjustment Form.**

Owner's Certifications: The program regulation requires the PHA to certify that the rent charged to the HHA tenant is not more than the rent charged for other unassisted comparable units. **Owners of properties with more than 4 units MUST complete the following section for most recently leased comparable unassisted units within the premises.**

Address and unit number	Date Rented	Rental Amount
1.		
2.		
3.		

A rent reasonable survey will be conducted to ensure the rent amount approved is in accordance to HUD regulations. If the rent is not rent reasonable, a denial letter will be sent to the landlord.

Rent adjustments, if determined reasonable by the Authority, are effective the first day of the first month commencing on or after the contract anniversary date or 60 days from the first of the month following receipt of the owner request, whichever is later.

Landlord's email: _____

Landlord's Phone: _____

Landlord's signature: _____

Date: _____

HHA OFFICE USE ONLY

Approved: _____ Denied: _____ New Rent: _____ Effective Date: _____

Market Analyst: _____

December 19, 2024



Unit Information Form (Form MUST be completely filled out)

Tenant Name: _____ Proposed Rent: _____

Unit Address: _____ Apartment Number: _____

City, State, Zip _____

Unit Size & Age

of Bedrooms: _____

of Bathrooms: _____

Square Ft. _____

Year Built: _____

Unit Quality

- ☐ New construction or completely renovated
☐ Well maintained or partially renovated
☐ Adequate but some repairs may be needed soon

Building Type

- ☐ Single Family/House Detached
☐ Manufacture/Mobil Home
☐ Two/Three Family (Duplex)
☐ Apartment/Townhome/Condo

Flooring Materials

- ☐ Carpet
☐ Hardwood
☐ Tile
☐ Vinyl

Air Conditioning

- ☐ Central
☐ Window/wall
☐ Evaporative Cooler
☐ None

Appliances and Amenities (Included with Rent)

- ☐ Stove/range
☐ Refrigerator
☐ Gated community
☐ Pool
☐ Washer (W)
☐ Dryer (D)
☐ W/D hookup only
☐ High Speed Internet
☐ Cable TV

Parking

- ☐ Street
☐ Off-street
☐ Garage
☐ Carport
☐ Assigned

Distance to Light Rail

- ☐ Service not available
☐ Onsite
☐ Within _____ blocks (enter 1-5)
☐ Within _____ miles (enter 1-5)
☐ More than 5 miles away

Distance to Bus Stop

- ☐ Service not available
☐ Onsite
☐ Within _____ blocks (enter 1-5)
☐ Within _____ miles (enter 1-5)
☐ More than 5 miles away

Other Features

- ☐ Cable ready
☐ Ceiling fans
☐ Dishwasher
☐ Garbage disposal
☐ Microwave
☐ Mini blinds

Other Features

- ☐ Back porch
☐ Balcony
☐ Deck
☐ Fenced backyard
☐ Fenced front yard
☐ Front porch
☐ Patio

Accessibility Features

- ☐ 32" doors
☐ Flat entry
☐ Ramped entry

Tenant's Acknowledgement of Rent Adjustment Request

This form is to establish that owner and tenant, by mutual written agreement, have agreed to a request for rental adjustment.

To Tenant: Please review this notice carefully prior to signing the Tenant's Acknowledgement of Rent Adjustment Request below. Your signature indicates that you have been notified of the proposed rental adjustment.

To Owner: On or after the anniversary of the first year or term of the lease and HAP contract, owners may request one (1) rent adjustment in a 12 month period. All adjustment requests submitted to the Agency must be requested in writing and include a Tenant's Acknowledgement of Rent Adjustment Request that is signed by the owner **and** the tenant. ***Rent adjustments, if determined reasonable by the Authority, are effective the first day of the first month commencing on or after the contract anniversary date or 60 days from the first of the month following receipt of the owner request, whichever is later.*** In order for the tenant to remain in the unit, the new rent must meet rent reasonableness. If it does not, the Agency will advise the owner of the rental amount that has been deemed reasonable by market rent analysis or allow the owner to submit alternative comparable leases in an effort to negotiate the increased amount. If the owner cannot prove a higher market rent and will not accept a rent amount counter-offered by the Agency, the tenant will be issued a voucher to move to a program acceptable unit.

Please indicate the following:	
Address of Unit	_____ City _____ State _____ ZIP _____
Current Lease Beginning Date	____ - ____ - ____
Current Lease Expiration Date	____ - ____ - ____
Is this Lease a Month-to-Month lease?	Yes _____ No _____
Current Rent	\$ _____
Newly Proposed Rent	\$ _____
Proposed Effective Date	____ - ____ - ____

Confirmation of Tenant:

I confirm that I have read this notice and agree to the increase in rent specified in this notice.

Tenant's Name (print)

Tenant's Signature

Date

Phone #

Affirmation of Owner:

I affirm the truth of all statements made in this notice. I have also provided a copy of this form to the tenant for their records.

Owner's Name (print)

Owner's Signature

Date

Phone #