



**IN ORDER TO PROCESS YOUR RENT INCREASE REQUEST THE FOLLOWING ITEMS MUST BE INCLUDED WITH YOUR REQUEST.**

**1. RENT INCREASE REQUEST PACKET**

**( NOTE: USE EITHER THE “SINGLE FAMILY” UNIT FORM  
OR THE “MULTI FAMILY FORM ( BOTH ARE NOT NEEDED)**

**2. COPY OF NOTICE TO TENANT**

**3. REVISED LEASE ONCE OWNER RENT AMOUNT HAS BEEN DETERMINED  
AND/OR LEASE EXTENSION**

SAMPLE



RENT INCREASE FORM

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

A rent/utility increase may be requested after the initial lease term. Only ONE increase will be granted within a twelve-month period. The Client and Denver Housing Authority must RECEIVE at least 60-days written notice prior to the effective date of the increase. The notice must include the new rental/utility amount and the effective date. A copy of the notice to the Client/Tenant must be submitted to DHA. This notice must include the Client/Tenant signature or a certified receipt showing the Client/Tenant received the notice.

OWNER: ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE# \_\_\_\_\_

FAX# \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

UTILITY CHANGES? (Please Specify)

OWNER/AGENT SIGNATURE

\_\_\_\_\_

CLIENT/TENANT ADDRESS:

Client # (if known) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Denver, Colorado 80 \_\_\_\_\_

REQUESTED RENT: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_ DATE CLIENT NOTIFIED: \_\_\_\_\_

I AM AWARE THAT I MUST GIVE AT LEAST 60-DAYS WRITTEN NOTICE TO MY TENANT AND THE HOUSING AUTHORITY. Rent increase notices RECEIVED after the first day of the month will commence on the first day of the month following the 60-day notice (e.g. notice received by the Housing Authority on 7/2/03 will be effective 10/1/03).

RENT REASONABLENESS: Be advised that according to our Program Guidelines, contract rents must be determined reasonable in accordance with the Rent Reasonableness parameters. The requested rent MUST MEET RENT REASONABLENESS for the increase to be processed.

If a NEW lease is executed, please submit it to DHA and a new HAP contract will be executed. If an addendum is added to the most recent effective lease, please submit a copy to DHA and a Contract Change Clause will be sent to you.

If you have any questions or comments, call Sherry Jefferson at 720-932-3028, Fax 720-932-3002. or email address: [sjeffe@dhanet.com](mailto:sjeffe@dhanet.com)

\*\*\*\*\*TO BE COMPLETED BY THE HOUSING AUTHORITY\*\*\*\*\*

Rent Increase Meets RR _____	Rent Increase Did NOT meet RR _____
Maximum Rent Approved _____	Date of Landlords approval _____