



REQUEST FOR A RENTAL ADJUSTMENT

Rent Increase Policy: This Rent Adjustment Request form must be submitted at least sixty (60) days prior to the effective date of the rent increase and the request must be in line with the annual anniversary (specified by the HAP Contract). You may not increase the family’s share without prior written approval from Richmond Redevelopment and Housing Authority (RRHA).

Rent Reasonableness Policy: Per federal regulation 24 CFR 982.507 RRHA will conduct a comparable test to determine if the rent you are requesting is reasonable. The length of the required notice period of the owner request for a rent increase at the annual anniversary may be established by the PHA. The request must be submitted in the form and manner required by the PHA. Additionally, as stated by the HUD regulation, the procedure established by RRHA is to make a rent reasonableness determination at initial occupancy and whenever the owner requests a rent adjustment. The owner must not change the rent during the initial lease term. Subsequent requests for rent adjustments must be submitted in writing to the family and RRHA sixty (60 days) prior to contract renewal month (specified by the HAP Contract).

Please note that the requested rental adjustment amount must go through the rent reasonableness process. Once the requested rental amount has been approved and deemed reasonable by market analysis, HCVP will notify both the owner/agent/company and participant of the change in rental amount in writing. Please note that in order for RRHA to complete a rental adjustment the unit must be in a passed or favorable inspection status with RRHA.

Family notification: The family must be made aware of the owner’s intention to request a contract rent adjustment. The contract rent may not increase without prior written approval from RRHA.

Owner/Agent/Company Name: _____

Participant Name: _____

Apartment Complex Name: _____

Participant Street Address: _____

City, State, Zip Code: _____

Property Description and Rent Information:

Current Rental Amount: _____ Requested Rental Amount: _____

Date Current Lease Ends: _____ Rental Increase Effective Date: _____

Owner/Agent/Company Representative Signature: _____

Participant Signature: _____

Date of Submission: _____

A representative from Richmond Redevelopment and Housing Authority will process the rent increase request in accordance with the provisions outlined above.