

Rent Increase Requests

The Voucher Contract requires the Landlord to notify the CHA in writing, **at least** sixty (60) days prior to renewal, of a proposed rent increase and the date the increase will go into effect. All proposed rent increases must be approved by CHA as reasonable and cannot exceed rents charged for comparable unassisted units in the same complex. Below are additional requirements for rent increase requests:

- The earliest effective date of the increase would be the 1st of the month following the 60 days from the submitted request for increase. (*Example: If the increase is submitted on 9/25, the earliest effective date of the increase if it is approved would be 12/1*)
- CHA reserves the right to deny a rent increase due to insufficient funding.
- Rent increases must be submitted on the “Rent Increase Request Form” that can be found online at www.chahousing.org. **The form(s) must contain the required signatures of the requestor and tenant or it will not be processed.**
- Once the rent increase is approved, a signed lease renewal with the approved increased amount must be submitted (signed by both the Lessee and Lessor) no later than 60 days from the date requested. If this is not submitted, the rent increase will not be processed.

Once the request has been submitted, the CHA will conduct a rent reasonableness survey of comparable units. If the requested increase is determined reasonable, notification will be sent of the approval with a request for the lease renewal or lease addendum stating the approved rent, approved effective date of the increase and must be signed by both parties. Once this is received, the increase will be processed in our system and new rent change notices will be mailed to both parties.

**The increase cannot be completed if the lease renewal or lease addendum is not received in the time frame given in the approval notification. If the time frame expires, the rent increase process will have to start over with a new request for rent increase*