



DIRECTIONS FOR REQUESTING RENT INCREASE

In accordance with the Department of Housing and Urban Development (HUD) regulations, you must provide sixty-(60) day advance notice to your tenant and the Housing Authority to increase your rent. **In addition, such increases can only be requested annually, at the annual anniversary date of certification per HACD Administrative Policy.**

Although you may use your own form of request, we have provided this standardized sample to make it easier for you. Simply follow these three steps:

1. Complete the form and indicate the following:
 - amount of increase that you are requesting
 - property address of the leased unit
 - effective date of the rent increase (the family's next annual recertification date), and
 - new rental amount
2. Be sure to also list the date, tenant's name, and address along with your name. Do not forget to sign the form as well as the tenant.
3. Complete the amenities page for rent reasonableness purposes.
4. Mail this Notice directly to the tenant and a copy to the Housing Authority at the following address:

Vermilion Housing Authority
Housing Choice Voucher Department
1607 Clyman Lane
Danville, IL 61832

Or, you may fax to: **217-444-3172**, or scan and email to: mwelker@vermilionhousing.com (A-J) or amcmillan@vermilionhousing.com (K-Z)

Remember: all rents must be reasonable and comparable to other rents of like properties in the neighborhood. The Vermilion Housing Agency will review each request and determine if it can be approved based upon specific comparable data and HUD's rent reasonableness criteria. It is also important to remember that an increase in the total rent may have a direct impact upon the tenant's rent.

VHA will promptly notify you if your requested rent cannot be approved. Otherwise, your new rent will be included in a revised calculation of both the tenant portion of rent and the VHA's Housing Assistance Payment. You will receive a document reflecting those changes.

If you have any questions regarding this process, please contact your Housing Specialist. Thank you for participating in VHA's Housing Choice Voucher Program.

HCV Staff

NOTICE TO INCREASE RENT

Date: _____

Tenant: _____

Dear Tenant:

This notice is to inform you that I am requesting an increase of \$ _____ to the contract rent ("Rent") for the property you lease located at _____ . This increase will be effective the first day of _____, 20__ ("the Effective Date"). A copy of this request is also being submitted to the Vermilion Housing Authority ("VHA") Housing Choice Voucher Department for approval. Therefore, if approved by the HACD, the new rent for your Lease Agreement on the Effective Date will be \$ _____ .

NOTE: This change **may** also increase your portion of the contract rent under the Housing Choice Voucher Program.

I am providing you with this Notice at least sixty (60) days in advance of the Effective Date, in accordance with the Housing Choice Voucher Program regulations. If you decide to terminate the Lease Agreement, you must provide proper notice to both the VHA Housing Choice Voucher Department and the owner. When relocating with Section 8 assistance, you should contact your Housing Choice Voucher Housing Specialist to obtain the necessary forms.

The Lease Agreement, subject to VHA approval, will automatically continue with the change to the Rent, unless it is properly terminated.

Owner/Agent: _____

SIGNATURE OF OWNER/AGENT: _____

SIGNATURE OF TENANT: _____

CC: Vermilion Housing Authority

Local Rent Reasonable Comparison

To be completed by owner/manager/agent of unassisted unit listed below.

This information is REQUIRED to appropriately evaluate the Rent Reasonableness of this unit. Failure to complete this form will result in a delay in processing.

Unit Address:
Square Footage:
Number of Bedrooms:
Number of Full Bathrooms
Number of Half Bathrooms:
Year Built:
Rent Amount:

Please check the box for each amenity provided by the owner/manager/agent at the above listed unit:

- | | | |
|---|---|---|
| <input type="checkbox"/> Stove | <input type="checkbox"/> Washer/Dryer Hookups | <input type="checkbox"/> Private Patio/Deck/Balcony |
| <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Washer | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Microwave | <input type="checkbox"/> Dryer | <input type="checkbox"/> 1 Car Garage |
| <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Onsite Laundry | <input type="checkbox"/> 2 Car Garage |
| <input type="checkbox"/> Garbage Disposal | <input type="checkbox"/> Cable Included | <input type="checkbox"/> 3 Car Garage |
| <input type="checkbox"/> Ceiling Fans | <input type="checkbox"/> Lawn Care | <input type="checkbox"/> 1 Covered Space |
| <input type="checkbox"/> Central Air Conditioning | <input type="checkbox"/> Pest Control | <input type="checkbox"/> 2 Covered Spaces |
| <input type="checkbox"/> Window/Wall Unit | <input type="checkbox"/> Gated Community | <input type="checkbox"/> Off Street/Not Covered |

Please check the box for the appropriate heating system:

- | | | |
|------------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Baseboard | <input type="checkbox"/> Furnace | <input type="checkbox"/> Window/Wall |
| <input type="checkbox"/> Boiler | <input type="checkbox"/> Heat Pump | <input type="checkbox"/> None |
| <input type="checkbox"/> Central | <input type="checkbox"/> Radiator | <input type="checkbox"/> Other |

Please check the box for the appropriate cooling system:

- Central
- Window/Wall-Provided by Landlord or Tenant (Please circle one)
- None