



Shelby Metropolitan Housing Authority

706 N. Wagner Ave., Sidney, OH 45365

Phone: 937-498-9898

Fax: 937-498-4946

Website: www.shelbymha.org

RENT INCREASE REQUEST

Housing Choice Voucher Program

Please return this form to initiate request for a rent increase. If approved the rent increase will be **effective sixty (60) days to the first of the month from the date received.**

IMPORTANT NOTE: When you submit a rent increase request, a Rent Reasonableness test will be conducted. If the results of this test indicate that an amount less than your current contract rent should be paid, SMHA is required to reduce your contract rent accordingly. This is mandated by the Code of Federal Regulations (CFR .5794), which states: "At all times during the assisted tenancy, the rent to owner may not exceed the reasonable rent as most recently determined or re-determined by the PHA".

A request for rent increase must comply with all of the following requirements before the Housing Authority (PHA) can approve your request.

- You must first provide confirmation that your tenant will sign an amended lease for the requested rent. This is verified by having the tenant sign this form prior to submission to SMHA.
- To have your request made effective at recertification date, it must be submitted no less than 60 days prior to the anniversary date. No rent increases can occur during the first 12 months of a new contract.

In addition, please note the procedure for processing a rent increase request.

- Only one request per unit will be processed by this agency during any 12-month period.
- Submit a new lease addendum accepting the approved annual rent increase.
- **Note to tenant:** Your monthly portion may increase by some or the entire approved rent increase amount.

Amount of current contract rent is: \$ _____ per month.

Would like to increase the rent to: \$ _____ per month.

Please sign and date below:

Property Owner/Landlord/Agent Name

Tenant Name (please print)

Property Owner/Landlord/Agent Signature

Tenant Signature

Date

Date