



# Huntsville Housing Authority

## Housing Choice Voucher Program

200 Washington Street, Huntsville, AL 35801

Phone: 256-539-0774 Fax: 256-539-5982

Email: [rentincrease@hsvha.org](mailto:rentincrease@hsvha.org)

### RENT INCREASE REQUEST

To request a rental increase for a tenant or unit, please submit this completed form along with any supporting documentation via email to [rentincrease@hsvha.org](mailto:rentincrease@hsvha.org).

Date of Request: \_\_\_\_\_

Current Contract Rent: \$\_\_\_\_\_ per month

Requested Rent: \$\_\_\_\_\_ per month

\*An owner must submit a request for a rent increase to the Housing Authority **60 days prior to the HAP contract's anniversary**.

\*Rent increases will go into effect on the first of the month following the 60-day period after the owner notifies HHA of the rent change or on the date specified by the owner, whichever is later.

### Acknowledgement and Signatures:

I certify that the information provided on this form is complete and accurate to the best of my knowledge and that the rent requested is not greater than the rent for any other unassisted unit. **As an owner**, I understand that the request may result in an increase in the tenant's portion of the rent and that the tenant may exercise the right to move as a result. **As a tenant**, I understand that the request may not result in an increase of rent and that the owner may exercise the right to issue the tenant a notice to vacate the unit in accordance to the terms and policies stated in the lease and Housing Assistance Payment (HAP) contract.

\_\_\_\_\_  
Landlord Name (Printed)

\_\_\_\_\_  
Participant/Tenant Name (Printed)

\_\_\_\_\_  
Landlord Email Address:

\_\_\_\_\_  
Participant/Tenant Email Address:

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Participant/Tenant Telephone No.

\_\_\_\_\_  
Landlord Address

\_\_\_\_\_  
Unit Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Signature of Owner/Property Manager

\_\_\_\_\_  
Signature of Participant





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## Rent Increase FAQ's

### Housing Choice Voucher Program

#### ***INCREASING RENT***

##### **Q. How often can rent be increased?**

A. After the initial lease term, rent can be increased once every 12 months; no increases are allowed during the initial term.

##### **Q. Are there any rules regarding the effective date of a rent increase?**

A. Yes, an owner must submit a request for a rent increase to the Housing Authority **60 days prior to the HAP contract's anniversary**, including the proposed new rent amount. This request must be in writing and completed on the Huntsville Housing Authority's (HHA) specified form. The HHA will adjust any noncompliant dates to the nearest compliant date.

##### **Q. Is there a dollar or percentage limit to how much a rent can be increased?**

A. No, but all rents are evaluated using a HUD-approved third-party service against comparable units in the area. If the requested rent exceeds the average, the increase will be denied, and a counteroffer at the average rent will be made. Otherwise, the increase may be approved. The tenant can accept or refuse the new rent and may choose to move as a result.

#### ***GENERAL INFORMATION***

##### **Q. Who do I submit my paperwork to?**

A. If you are requesting a rent increase, please complete page 2 and submit the entire document to [rentincrease@hsvha.org](mailto:rentincrease@hsvha.org). Documents may also be submitted via fax at (256) 539-5982 or by using the address provided at the top of the page.

HHA will determine whether the requested increase is reasonable within 10 business days of receiving the request from the owner. The owner will be notified of the determination in writing.

**\*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, HHA is required to reduce your contract rent accordingly. This is mandated by the Code of Federal Regulations (CFR) 982.507(4), 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."

