

Saint Joseph County Housing Authority  
107 W Center St. PO Box 425  
North Liberty, IN 46554  
Phone: 574-656-3545 Fax: 574-804-1005  
mail@sjcha-in.com



## Landlord Rental Increase Request

A request for rent increase must comply with all of the following requirements before the Saint Joseph County Housing Agency can approve your request.

- No rent increases can occur during the first 12 months of a new contract.
- Only one request per unit will be processed by this agency during any 12 month period.
- This form must be submitted no less than 60 days **prior** to the contract anniversary date.
- The amount of your request cannot exceed the rents for comparable unassisted units in the same neighborhood of your unit. Ref: 24 CFR 982.507(4)

***Note to Landlord:** A rent reasonableness test will be conducted. If the results of this test indicate that your current contract rent should be reduced, SJCHA HCVP is required to reduce the rent accordingly.*

- For multi-family apartment building or complex having 3 or more units must submit your current rent schedule.
- If the increase is approved, you will be sent a rental change notice.
- You must notify the tenant of rent increase request.

.....  
Name of Tenant: \_\_\_\_\_

Address of Unit: \_\_\_\_\_

Current Contract Rent: \$ \_\_\_\_\_ per month, lease ending on \_\_\_\_\_

Square Footage of Unit: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_

Approximate year unit was built: \_\_\_\_\_ Proposed Rent: \$ \_\_\_\_\_ per month.

Requested rent increase to be effective date: \_\_\_\_\_  
.....

Landlord:

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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**General Unit Information**

I am hereby requesting a rent increased based upon the following justification. Please provide requested overall unit characteristics and amenities by checking all items that apply below. Do not list maintenance items caused by regular wear and tear.

*Amenities / Services Included in Rent*

- Cable TV
- Ceiling Fan(s)
- Central Air Conditioning
- Chandelier(s)
- Clubhouse
- Dishwasher
- Fireplace
- Garbage Disposal
- Gated Community
- Laundry Facility
- Lawn Maintenance
- Microwave (in addition to stove)
- Pest Control
- Playground
- Pool (Year Built: \_\_\_\_\_)
- Security System
- Trash
- Washer / Dryer Hookups
- Washer
- Dryer
- Window Air Conditioning
- Yard (Fenced-in / open)

*Amenities / Services Included in Rent (cont.)*

- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

*Parking*

- Assigned
- Car Garage (# cars: \_\_\_\_\_)
- Covered / Carport
- Gated Parking
- Street
- Unassigned
- N/A

*Exterior*

- Balcony
- Patio
- Deck
- Porch
- N/A

*Building Type*

- Condo
- Duplex / triplex / fourplex house
- Garden (1 - 4 stories)
- High-rise (9+ stories)
- Mid-rise (5 - 8 stories)
- Single family / detached house
- Townhouse

*# of Bathrooms*

**Utilities and Appliances**

The Owner shall provide or pay for the utilities and appliances indicated below by an "O".  
 The HCV Client (Tenant) shall provide or pay for the utilities and appliances indicated below by a "T".  
 Unless otherwise specified below, the Owner shall pay for all utilities and appliances provided by the owner.

The H  
 Unless ot

		Provided By	Paid By
Heating	<input type="checkbox"/> Natural Gas <input type="checkbox"/> Bottle Gas <input type="checkbox"/> Oil/Coal <input type="checkbox"/> Electric		
Cooking	<input type="checkbox"/> Natural Gas <input type="checkbox"/> Bottle Gas <input type="checkbox"/> Oil/Coal <input type="checkbox"/> Electric		
Water Heating	<input type="checkbox"/> Natural Gas <input type="checkbox"/> Bottle Gas <input type="checkbox"/> Oil/Coal <input type="checkbox"/> Electric		
Other Electric			
Water			
Sewer			
Trash Collection			
Air Conditioning			
Refrigerator			
Range/Microwave			
Other:			
Other:			

Heating
Cooking
Water Heatin
Other Electric
Water
Sewer
Trash Collect
Air Condition
Refrigerator
Range/Micro
Other:
Other:

To the best of my knowledge, the information above is correct.

\_\_\_\_\_  
 Owner's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_

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Other Electric			
Water			
Sewer			
Trash Collection			
Air Conditioning			
Refrigerator			
Range/Microwave			
Other:			
Other:			

Heating
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Water Heatin
Other Electric
Water
Sewer
Trash Collect
Air Condition
Refrigerator
Range/Micro
Other:
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