

Rent Increase/Decrease Request Form

Rent Reasonableness Policy Per federal regulation 24 CFR 574.320 (a)(3), HPD will conduct a test to determine if the rent you are requesting is reasonable. The rent charged for a Section 8 assisted unit must be reasonable in relation to rents currently being charged for comparable units in the private unassisted market and must not be in excess of rents currently being charged by the owner for comparable unassisted units. Additional guidance on Rent Reasonableness issued by the US Department of Housing & Urban Development (HUD) is also available at: <http://www.hud.gov/offices/pih/publications/notices/2009.cfm>

Please Note:

- This Rent Increase Request form must be submitted at least sixty (60) days prior to the effective date of the rent increase. Late requests may result in a loss of subsidy payment.
- The Participant’s share of the rent does not change unless an updated Rent Breakdown Letter has been issued by HPD.

Directions: Please complete this form and the attached Rent Comparable Form. The Rent Comparable Form on page 2 must be completed with the Section 8 unit information even if you are not supplying HPD with information on comparable unassisted units. Any applicable documentation supporting your proposed rent request must be attached with the completed forms. Incomplete requests will be rejected.

Please return your request via mail or in person to:
 HPD Division of Tenant Resources
 ATTN: Rent Approval Unit
 100 Gold Street, Room 1-0 New York, NY 10038

Questions regarding this form, call the Rent Approval Unit at (917)-286-4300

Rent Request Information

PART I: LANDLORD/ AGENT INFORMATION	PART II: TENANT INFORMATION
1. OWNER _____ MANAGING AGENT _____	2. TENANT _____
ADDRESS _____	SSN _____
PHONE NO. _____	ADDRESS _____
EMAIL _____	APT.# _____
ADDRESS: _____	PHONE NO. _____

PART II: RENT INCREASE/DECREASE INFORMATION

3. CURRENT RENT CHARGED TO FAMILY	4. AMOUNT RENT CHANGE REQUESTED	RENT INCREASE %
5. NEW RENT REQUESTED RENT (3 + 4)	6. EFFECTIVE (month/ day/ year)	

7. TYPE OF UNIT (please check all that apply)		
Rent Stabilized	J-51	HOME
Project Based Voucher (PBV)	421-a	LIHTC
Co-op	LAMP	Section 236
Mitchell Lama	MIRP	Other:

8. REASON FOR INCREASE (please check)		
<i>NOTE: You must attach all required documents to substantiate your request.</i>		
LEASE RENEWAL: TERM OF LEASE from _____ to _____	APPLIANCE/ INDIVIDUAL APARTMENT IMPROVEMENT	HPD RENT RESTRUCTURING
MAJOR CAPTIAL IMPROVEMENT (MCI)	FUEL COST PASS THRU	SECTION 236 RENT ORDER
MAXIMUM COLLECTIBLE RENT (MCR)	MAINTENANCE INCREASE (CO-OP ONLY)	MITCHELL LAMA RENT ORDER
OTHER		ARTICLE 8A ADJUSTMENT

PART III: Rent Reasonableness: Unit & Comparable Unit Information (continued, Page 2)

PART III: Rent Reasonableness: Unit & Comparable Unit Information

DIRECTIONS: Please enter the requested information for the proposed unit below. If you would like to submit additional information on three unassisted comparable units that support your requested rent, please complete the optional columns. HPD will only consider information on units within the immediate neighborhood and rental market.

Unit Information	REQUIRED Proposed Unit	Unit #1 (optional)	Unit#2 (optional)	Unit #3 (optional)
Unit Address/ Apt. # (specific address required)				
Square feet				
No. of bedrooms				
No. of bathrooms				
Unit Condition 1. Very good = New or full renovation (must include kitchen & bath) in the past 5 years 2. Good = Well maintained or Partial renovation (upgrades to 1+ room(s) in the past 5 years 3. Average = No work in the past 5 years	Very good Good Average	Very good Good Average Don't know	Very good Good Average Don't know	Very good Good Average Don't know
Utilities included in rent: Please describe (gas, electric, oil)				
Balcony (Y/N)	Y N	Y N	Y N	Y N
Amenities	Wheel chair accessible Onsite laundry Onsite super			
Other amenities, if any				
Monthly rent	\$	\$	\$	\$

PART IV: LANDLORD CERTIFICATION AND ACKNOWLEDGEMENT

- I, _____, LANDLORD/MANAGING AGENT,
- certify that the information that I have provided for HPD’s consideration is true and correct to the best of my knowledge.
 - understand that I may not charge rent for a Section 8 assisted unit that is in excess of rents currently being charged for comparable unassisted units (the only units considered assisted have a government subsidy, everything else is considered unassisted) within my building.
 - certify that the Housing Choice Voucher lease addendum or occupancy agreement executed between the tenant and me as owner / managing agent remains in effect.
 - understand that if this increase is approved and executed it will serve to amend the Housing Assistance Payment (HAP) Contract.
 - understand that if the rent requested is rejected by HPD I must amend the lease to reflect the reasonable rent.
 - understand that I may not charge the tenant for a rent amount not approved by HPD.

Signature of Owner/ Managing Agent

Date

