

CONTRACT RENT INCREASE REQUEST FORM

Landlords may request a rent increase once per year. Requests are due at least 60 days prior to the 1st day of the anniversary month of the lease. The lease anniversary date will be the effective date unless otherwise approved by CCA. Incomplete & late requests may be denied.

CCA DOES NOT GRANT RENT INCREASES FOR RENTAL UNITS THAT ARE IN "HQS FAIL STATUS".

Instructions: Complete this form. **Attach** a copy of the notice sent to the tenant advising that you are *requesting* a rent increase. **Return** both to CCA.

Tenant Name: _____ Lease Anniversary Date: _____

Unit Address: _____

Current Contract Rent: \$ _____ New/Proposed Contract Rent: \$ _____

Date Unit built: _____ Date Unit Renovated (if any): _____

Provide justification for increases \$50 or more per month including discussions of condition of the property, upgrades completed, etc.:

Apartment Complex Name (if applicable): _____

Print Authorized Representative Name: _____

Representative Signature: _____ Date: _____

Daytime Phone #: _____

For Office Use Only:

Date Received: _____ Date Processed: _____

Increase Approved as Requested Increase Approved but modified/reduced

Amount Approved: \$ _____ Effective Date: _____

Increase Denied – Reason: _____

Processed by (signature): _____

