

CONTRACT RENT INCREASE REQUEST FORM

Landlords may request rent increase once per year. Requests are due at least 60 days **prior to the 1st day of the anniversary month of the lease** but may not be submitted more than 90 prior to the anniversary date. The lease anniversary date will be the effective date unless otherwise approved by CCA. **Incomplete and late requests will not be processed.**

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.

Request Date: _____ Lease Renewal Date: _____

Tenant Name: _____

Tenant Address: _____

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

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

List any/all additional amenities added since the last increase was approved:

Apartment Complex Name (if applicable): _____

Print Owner/Representative Name: _____

Daytime Phone #: _____

Owner Signature: _____

For Office Use Only:

Date Received: _____ Date Processed: _____ FMR: _____

Request Approved - Amount: _____ Eff. Date: _____

Request Denied – Reason: _____

Processed by (signature): _____

