



North Coast Housing Connections

1440 Rockside Road, Suite 306, Parma, Ohio 44134
Phone (216) 661-2015 • Fax (216) 661-2021

Rent Increase Request Form

Please return this form via email to your caseworker to initiate your formal request for an annual rent increase.

IMPORTANT: When submitting a rent increase request, a Rent Reasonableness Test will be conducted. If test results indicate an amount less than the current contract rent should be paid, NCHC is **required to reduce** the contract rent accordingly. This is mandated by 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 redetermined by NCHC.”

A request for rent increase must comply with all the following requirements before NCHC can approve the request. To have the request made effective on the contract anniversary (lease) date, it must be submitted no less than 60 days prior to the anniversary date. No rent increases can occur during the first 12 months of a new contract.

- Rent increases will not be approved until any landlord failed items identified by the most recent HQS inspection have been corrected.
- **For a multifamily apartment building or complex having three or more units under the Building Rent Program, you *must* submit your current rent schedule or a rent roll.**
NCHC will not process your request without the rent roll.

In addition, please note the procedures for processing rent increase requests.

Date of request: _____

My current contract rent is \$ _____ per month.

I would like to increase the rent to \$ _____ per month.

The following information must be provided:

Tenant’s Telephone No.

Tenant’s Name (print)

Landlord’s Email Address

Tenant’s Signature (sign)

Landlord’s Name (print)

Unit Address

Landlord’s Signature (sign)

City

Landlord’s Address

Zip Code

City, State, Zip Code

[NCHC’s Housing Choice Voucher Program provides reasonable accommodations to persons with disabilities. If you need accommodation, including auxiliary aids and/or services, contact NCHC at \(216\) 661-2015 \(voice\) or 1-800-750-0750 \(Ohio Relay Service\).](#)