

HOUSING CHOICE VOUCHER PROGRAM – PPHA: RENT INCREASE REQUEST

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

IMPORTANT NOTE: When you submit a rent increase request, a Rent Reasonableness test will be conducted. If the results of this test indicate that an amount less than your current contract rent should be paid, PPHA-HCVP is required to **reduce** your contract rent accordingly. This is mandated by the 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 re-determined by the PHA.”

A request for a rent increase must comply with all of the following requirements before this Public Housing Agency (PHA) can approve your request.

- To have your request made effective at 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 multi-family 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.** PPHA will not process your request without the rent roll.

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

- Only one request per unit will be processed by this agency during any 12-month period.

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:

_____ Telephone No.	_____ Property Parcel No.
_____ Landlord Email Address	_____ Tenant Name
_____ Landlord Name (printed)	_____ Unit Address
_____ Landlord Name (signature)	_____ City
_____ Landlord Address	_____ Zip Code
_____ City, State, Zip Code	

Housing Choice Voucher Program – PPHA 1440 Rockside Rd, Parma, OH 44134

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