

RENTAL INCREASE REQUEST PROCESS

- A request for a rental increase should be submitted no more than 90 days and no less than 60 days *prior* to the TNT's recertification date. Please refer to the Rental Increase Request Timeframe Chart located on our website.
- The landlord, through email, and tenant, through regular mail, will receive a letter containing information on whether the increase was approved or denied.
- The tenant is not required nor allowed to pay any increase or amount to the landlord not previously approved by RHA.
- Once the request is processed, the tenant and landlord will receive notification of the rental increase status, whether approved or denied. If the rental increase is approved, the calculation will be processed by the Housing Team, with a Rent Adjustment Letter being sent to both the landlord and tenant reflecting the effective date of the increase and the new rent portions. Please read the entire Rent Adjustment Letter.
- Landlords are allowed to submit only **one rental increase request per year, per tenant**. If the request is denied there is no need to resubmit the request with the corrected information as the request will not be reconsidered.
- All requests must be submitted to the Inspections Division on the Rental Increase Request Form. All incomplete forms will be processed and denied counting as the one allowed request per year.
- If a unit does not pass the first scheduled inspection, the request for rental increase will be denied for breach of HAP contract.
- Reasons of the denial of a rental increase are provided on the Rental Increase Request Form.