

Housing Authority of the City of
Raleigh, North Carolina

RENTAL INCREASE REQUEST FORM

(This form supersedes all other forms with the same title.)

Instructions: Complete this form in its entirety and submit it to the Leased Housing Department of the Raleigh Housing Authority (RHA) no more than 90 days and no less than 60 days PRIOR to the tenant's re-certification date. (The re-certification date is found on the tenant's RENEWAL rent adjustment letter in bold or on the HAP contract.) The tenant's and owner's/property manager's signatures are required for the form to be accepted as complete. **RHA will process only one request per tenant per year.**

Date completed: _____

Owner/Property Manager's Name and Address:

Owner/Property Manager Signature:

Tenant Signature:

(Tenant must sign to show they were told about request.)

Tenant Name: _____

Unit Address: _____

Year Built: _____

City / ZIP: _____

Number of Bedrooms: _____

Current Rent: _____ Requested Rent: _____ Utilities Paid By ___ Owner ___ Tenant

For RHA Staff Use Only:

Reasons a rental increase may be denied:

_____ Received too late

_____ Tenant residing in unit for less than one year

_____ Unit did not pass 1st schedule inspection

_____ The form is incomplete

_____ The tenant no longer live in unit

_____ Other: _____

_____ Rent is not reasonable (based on comparable)

Date Received: _____ Date Processed: _____ Re-cert/Increase Effective Date: _____

Inspection Pass Date: _____ Reasonable Rent Amount: _____ Approved Increase Amount _____

Staff Initials: _____