

February 23, 2022

Effective immediately, all Rental Increase Requests will be handled as listed below after a completed request form has been submitted.

Required to be considered:

-RHA receives completed request form no more than 90 days before the tenant's RHA annual recertification date or no less than 60 days before the tenant's RHA annual recertification date, based on chart in link below.

Note 1: The annual recertification date is located on the RENEWAL Rent Adjustment Letter or your HAP Contract

Note 2: To assist you with determining when to submit the request, attached is a copy of the Timeframe Chart along with the link below for future reference.

[Microsoft Word - Rent Increase Request Chart 2020.docx \(rhaonline.com\)](#)

-Please keep the following in mind when completing the Rental Increase Request Form:

- The owner/property manager and tenant signature must be on the form
- The unit address must be complete on the form; and
- Current and the requested rent amounts must be entered on the form.

**CHANGE:** The unit **no longer has to pass the first annual inspection** to receive the Rental Increase, we now only require the unit to **pass inspection prior to the RHA Annual Recertification date.**