

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 during the month indicated on the timeframe submission chart for the tenant's RHA re-certification date. Use the timeframe submission chart to identify the correct request submission month. (The RHA re-certification date is on the tenant's RENEWAL rent adjustment letter in bold in the first sentence or on the HAP contract.) The tenant's and owner's/property manager's signatures are required for the form to complete the form. **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: (Indicates notification of request)

Tenant Name: _____

Unit Address: _____ Year Built: _____

City / ZIP: _____ Number of Bedrooms: _____

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

Please submit the completed form to bwilson@rhaonline.com or fax the number below to avoid any processing delays.

For RHA Staff Use Only:

Reasons for increase denial:

_____ Received too late

_____ Tenant residing in unit for less than one year

_____ Unit did not pass inspection **one** month
before RHA re-certification date

_____ The form is incomplete

_____ The tenant no longer lives in unit

_____ HAP payment abated

_____ Rent is not reasonable (based on comparable)

_____ Other: _____

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

Staff Initials: _____