



*Affordable housing as a platform to enhance lives.*

# Rent Increase FAQs

## HOUSING CHOICE VOUCHER PROGRAM

246 Sycamore Street, Suite 260, Decatur, GA 30030 • p 404.270.2500 f 404.270.2643

[www.dekalbhousing.org](http://www.dekalbhousing.org)

### ***INCREASING RENT***

**Q. How often can rent be increased?**

**A.** After the initial lease term has ended, rent can be increased once every 12 months. No rent increases will be approved during the initial lease term.

**Q. Are there rules regarding the effective date of a rent increase?**

**A.** Yes! All rent increases must take place on the first of the month and must be submitted to the Housing Authority of DeKalb County (HADDC) at least 60-days prior to the desired effective date. HADC will adjust non-compliant dates to the nearest compliant date.

**Q. Is there a dollar or percentage limit to how much a rent can be increased?**

**A.** No! However, all rents are tested using a HUD approved third party service against similar rented/leased units in the area. If requested rent is above the average rent, the rental increase will be denied and a counteroffer will be made for the average rent found. Otherwise, the increase will be approved. The tenant has the option to accept or refuse the increased rent amount and may exercise their right to move as a result.

### ***GENERAL INFORMATION***

**Q. Who do I submit my paperwork to?**

**A.** If you are solely requesting a rent increase, complete page 2 and submit this entire document to [rentincreases@dekalbhousing.org](mailto:rentincreases@dekalbhousing.org). If your request includes a change of utility responsibility, complete the **Change of Utility Responsibility Form** (in addition to the Rent Increase Request Form). Documents may also be submitted via fax to (404) 270-2643 or via mail using the address found at the top of the page.

August 2017

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# Rent Increase Request Form

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## RENT INCREASE REQUEST FORM

To request a rental increase for a tenant/unit, please submit this completed form and any supporting documents by e-mail to [rentincreases@dekalbhousing.org](mailto:rentincreases@dekalbhousing.org) or via the mail to the address located at the top of this form.

### Tenant/Unit Information:

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant/Voucher # (Optional)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Apt/Unit #

### Owner Information:

\_\_\_\_\_  
Owner/Vender Name (as registered with HADC)

\_\_\_\_\_  
Owner/Vendor #

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Apt/Unit #

\_\_\_\_\_  
Email Address

### Requested Rent:

\_\_\_\_\_  
Requested Rent

\_\_\_\_\_  
Effective Date

*The effective date must be at least 60 days after submitting this form to the HADC AND must be on the first of the month. Any non-compliant effective date will be moved to the nearest, compliant effective date available.*

### Acknowledgement and Signatures:

I certify that the information provided on this form is complete and accurate to the best of my knowledge and that the rent requested is not greater than the rent for any other unassisted unit in the building. **As an owner**, I understand that the request may result in an increase in the tenant's portion of the rent and that the tenant may exercise the right to move as a result. Conversely, **as a tenant** I understand that the request may not result in an increase of rent and that the owner may exercise the right to issue the tenant a notice to vacate the unit in accordance to the terms and policies stated in the lease and Housing Assistance Payment (HAP) contract.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

Also, by signing this document, I acknowledge that I have notified my tenant of my intention to increase the contract rent as indicated above.

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