



RENT ADJUSTMENT REQUEST

Dear AHA:

I am requesting the monthly contract rent for this tenant to be adjusted to \$ _____.

Tenant's name: _____
Unit street #: _____ Apt. #: _____
City State & Zip: _____ Book, Page, Parcel #: _____

- I am aware that in accordance with HUD Regulations (24 CFR 982.503), AHA must update my rent by the latest Rent Reasonableness determination.
I understand that this may result in a decrease in my current contract rent amount.
I understand that a copy of this request must be provided to the family at the same time it is provided to AHA. It is my obligation as the owner to do this.
I understand that only one rent adjustment request per unit will be processed in a 12-month period. I understand that after a contract rent adjustment has been approved, AHA is required to provide 30-day written notification of the new contract rent to the owner and the tenant.
I am the owner/property manager of the above listed property.

I am providing the information below in order to expedite the Rent Reasonableness process

The Unit:
Current Contract Rent: _____ Square Footage: _____ Do you provide onsite maintenance? _____
Number of Bedrooms: _____ Number of Full Bathrooms: _____ Number of Half-Baths: _____

Property Amenities: (check only those that apply)
Table with 4 columns: INDOOR, KITCHEN, OUTDOOR, MAINTENANCE. Rows include Cable Included, Dishwasher, Balcony, Lawn, Ceiling Fans, Garbage Disposal, Pool, Pest Control, Dryer, Microwave, Gated Community, Trash, Washer, Refrigerator, Car Garage, Other List, W/D Hookups, Stove, Onsite Laundry, Other List.

Utilities and Appliances: Paid by Owner/Tenant: indicate by O for owner or T for tenant

Heating [] Cooking [] Water Heating [] Electric [] Water [] Sewer [] Trash Collection [] Air Conditioning [] Other []

My signature below certifies that the statements made on this form are true and correct. I understand that if the AHA Housing Inspector is unable to verify the information provided, AHA must re-assess the proposed rent, which may delay the processing of contract approval.

Property owner/manager's signature

Date

Warning: Title 18, US Code Section 1001, states that a person who knowingly and willingly makes false or fraudulent statements to any Department or Agency of the United States is guilty of a felony. State law may also provide penalties for false or fraudulent statements



The Rent Reasonableness System takes into account various indicators, some of which are defined:

<p>Unit Condition:</p> <p>Excellent – exceed HQS, new construction, recent renovations, or major rehabilitation Good – meets HQS with upgrades - AVERAGE Fair – barely meets HQS or minimum repairs needed to meet HQS Poor – many repairs needed to meet HQ</p>

Unit Size – Circle size using square footage charge below:

Square Footage	Efficiency	Square Footage	One Bedroom	Square Footage	Two Bedroom
0-450	Small	0-500	Small	0-650	Small
451-600	Medium	501-750	Medium	651-950	Medium
601+	Large	751+	Large	951+	Large
Square Footage	Three Bedroom	Square Footage	Four Bedroom	Square Footage	Five Bedroom
0-1000	Small	0-1300	Small	0-1500	Small
1001-1500	Medium	1301-1850	Medium	1501-1950	Medium
1500+	Large	1850+	Large	1951+	Large

Location – Rental Market Value (RMV)

Determining the correct RMV of the location of the assisted unit is key to an accurate rent determination. You must view a 1-3 block radius immediately surrounding the unit and select one of the choices below:

High – (above average neighborhood) Communities in the most favorable locations. These communities are usually newer construction or larger homes with superior upgrades that may have additional community/association amenities such as recreational. Individual properties would include state-of-the-art systems, modern appliances, and/or superior quality finishes.

Medium – (average neighborhood) Intermediate communities. These include communities that may be slightly less favorable than the high rental market value community. These communities include newer, larger homes or older homes which may include quality finishes. These communities might have additional community/association amenities such as fitness center, swimming pool and recreational courts. Properties would include adequate systems and appliances.

Low – (below average neighborhood) Ranges from minimal to depleted or impoverished communities. Minimal communities often include older, smaller homes in good condition and that are usually the first home that a person/family can afford to purchase (starter-homes). These neighborhoods may include community amenities such as community parks or swimming pools. Depleted or impoverished communities may include much older communities where there is a disproportionately large amount of crime. These communities may include homes that are in bad physical condition, have been abandoned or vandalized.