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IMPORTANT INFORMATION FOR INCREASES IN CONTRACT RENT

Dear Landlord:

As you come upon the anniversary date of your Section 8 Assisted Lease and HAP Contract, you may request an increase in the monthly contract rent. **If you have signed a multi-year lease with your tenant, you may only request this increase as you approach the end of the initial term of your lease.**

In order to receive a rent increase, you must have during the prior year complied with the requirements of the Housing Assistance Payment Contract. You must submit a written request to SMHA 120 days before the Lease and HAP Contract anniversary date. The request must contain the following required information:

1. Your name, address, and phone number
2. Your tenant's name, address and phone number
3. The amount of the requested increase

The allowable increase in your monthly rent will be the lesser of:

1. The rent determined by applying the HUD required rent reasonable test
2. The amount requested by the owner

If your request is not submitted prior to the deadline listed above, SMHA will be unable to process an increase until the next annual re-exam for the family. If your request is submitted late, your rent increase will be denied. All rent increase requests must be submitted to the attention of the Section 8 Department.

Sincerely,

STARK METROPOLITAN HOUSING AUTHORITY