

DIRECTIONS FOR REQUESTING RENT INCREASE

In accordance with the Department of Housing and Urban Development (HUD) regulations, you must provide a sixty (60) day advance notice to your tenant and to the Housing Authority to increase your rent. **In addition, such increases can only be requested once per year, at the annual anniversary date of the tenant's recertification and must be received by the LCHA no later than 60 days prior to the recertification date.**

Although you may use your own form of request, we have enclosed the standardized sample to make it easier for you. Simply follow these three steps:

1. Complete the form and indicate the following:
 - Amount of increase that you are requesting,
 - Property address of the leased unit,
 - Effective date of the annual recertification, and
 - New rental amount being requested.
 -
2. Be sure to also list the date, tenant's name and address, along with your name. Don't forget to sign the form!
3. Give this Notice directly to the tenant, and a copy to the Housing Authority at the following address, if mailing:
Liberty County Housing Authority
2103 Cos St, RM 103
Liberty, TX 77575

Or you may fax to 936/336-8051 or email to: lcha@co.liberty.tx.us

Remember, all rents must be reasonable and comparable to rental amounts of like properties in the same neighborhood. The Liberty County Housing Authority (LCHA) will review each request and determine if it can be approved based upon specific comparable data and HUD's Rent Reasonableness criteria. It is also important to remember that an increase in the total rent may have a direct impact upon the current tenant's rent.

Note, if your requested rent cannot be approved, the LCHA will promptly notify you. Otherwise, your new rent will be included in a revised calculation of both the tenant portion of rent and the LCHA's Housing Assistance Payment. You will receive a document reflecting those changes.

If you have any questions regarding this process, please contact our office. Thank you for participating in the LCHA Housing Choice Voucher Program.

NOTICE TO INCREASE RENT

Date: _____

Tenant: _____

Address: _____

Dear Tenant:

This notice is to inform you that I am requesting an increase of \$_____ to the contract rent (“Rent”) for the property you lease located at _____.

This increase will be effective the first day of _____, 20_____
 (“Effective Date”). A copy of this request is also being submitted to the Liberty County Housing Authority (LCHA) for approval. Therefore, if approved by the LCHA, the new Rent for your Lease Agreement on the Effective Date will be \$_____.

NOTE: This change may also increase your portion of the contract rent under the Section 8 Program.

I am providing you with this Notice at least sixty (60) days in advance of the Effective Date, in accordance with Section 8 Program regulations.

If you decide to terminate the Lease Agreement, you must provide proper notice to both the owner and to LCHA. Otherwise, your current Lease Agreement, subject to LCHA approval, will automatically continue with the change to the Rent, unless it is properly terminated.

Owner Name (print): _____

Owner Signature: _____

Tenant Signature: _____

CC: Liberty County Housing Authority
Tenant file