

INSTRUCTIONS & CONTRACT RENT INCREASE REQUEST PACKET

Dear Landlord,

To be considered, any Contract Rent Increase request must be accurate and complete. This “Contract Rent Increase Request Packet” is in two (2) parts:

- **PART 1**

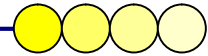
KEEP FOR OWNER/LANDLORD RECORDS:

1. Instructions for completing Contract Rent Increase Request Packet, including:
 - Instructions for required documents that must be completed and returned to Lake County Housing Authority
 - General program information

- **PART 2**

PLEASE RETURN TO THE HOUSING AUTHORITY:

1. Unit Characteristics – 2 pages
2. Proposed Lease
3. Contract Rent Increase Request (Optional Template)



PART 1: INSTRUCTIONS

- **Unit Characteristics:**

This is a required Program form to assist with determining contract rent for the unit. It must be completed in its **ENTIRETY**, signed & dated by the property owner or their agent.

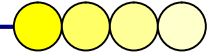
- **Proposed Lease:**

This is a required Program form. The form of lease is totally the choice of the property owner. It should be the original lease and filled out completely, but **WITHOUT THE TENANT SIGNATURE OR MONTHLY CONTRACT RENT AMOUNT**. Once the proposed contract rent has been approved, the tenant signs the approved lease **AT THAT TIME**.

- **Contract Rent Increase Request:**

This is a Required Housing Authority document. The request should be in the form of a statement requesting the increase and/or the increase amount. It must be signed and dated by the property owner or their agent and signed and dated by the tenant to confirm they are aware of the increase request. In most cases the approved increase amount is paid by the tenant. **(Optional Template is included in packet.)**

- NOTE: All contracts rent increase requests **MUST** be submitted at least 60 days **BEFORE** the end of the lease term. No approved requests will be processed with a retroactive effective date. All approved rent increase requests received less than 60 days from the end of the lease term will become effective the 1st day of the month at least 60 days from the date the request was received – **NO EXCEPTIONS!**



PART 2:
CONTRACT RENT
INCREASE REQUEST
PACKET

COMPLETE ALL DOCUMENTS AS
INSTRUCTED AND RETURN ALL
THREE (3) DOCUMENTS LISTED ON
PAGE ONE TO THE HOUSING
AUTHORITY.

**PLEASE INCLUDE THIS COVER
SHEET & CHECKLIST WITH
DOCUMENTS.**



CHECKLIST OF MANDATORY DOCUMENTS:

NOTE: All items listed are REQUIRED for processing!

_____ **Unit Characteristics Form** –Required to be completed by Landlord.

_____ **Proposed Lease (unsigned)** – Supplied and completed by Landlord.

_____ **Contract Rent Increase Request Letter** – Completed and signed by **both** Landlord AND Tenant. **(Optional Template included in packet.)**

PLEASE NOTE:

LCHA CANNOT ACCEPT UNITS IN:

- Waukegan (1-4-digit addresses)
- North Chicago (1-4-digit addresses)
- Cook County

**LCHA WILL ONLY ACCEPT UNITS FOR WHICH
OWNER PAYS PROPERTY TAXES IN LAKE COUNTY**



UNIT CHARACTERISTICS

This form is to be used for a **new move-in RFTA** (Request for Tenancy Approval **AND** for a **Request for Rent Increase** Packet. Please complete all boxes under "Characteristics" that apply.
Please circle Yes or No, or enter pertinent information. Please be advised, in the event the proposed rent has to be negotiated based on tenant affordability or rent reasonableness, the landlord/owner will have 1 business day to reach a decision once notified.

Category	Description	Characteristics
Size and Type	Actual # Bedrooms	
	# Bathrooms	
	# Half-Bathrooms	
	Living Area Sq. Ft.	
	Property Type: e.g. Apt., House, Townhouse, Condo, Duplex, etc.	
Age, Condition and Quality	Year Built	
	Property Condition: Fair or Good	
	Building Quality: e.g. Fair, Good, etc.	
Utilities	Lights & Gen Electric Included in Rent	Yes / No
	Heating Fuel Type: gas, electric, bottle gas, oil or coal	
	Is Heating Included in Rent	Yes / No
	Hot Water Fuel Type: gas, electric, bottle gas, oil, or coal	
	Is Hot Water Included in Rent	Yes / No
	Cooking Fuel Type: gas, electric, bottle gas, oil, or coal	
	Cooking Fuel Included in Rent	Yes / No
	Sewer Type: public sewer or septic tank	
	Sewer Included in Rent	Yes / No
	Water Type: city or well	
	Water Included in Rent	Yes / No
	Cooling Type: central, window unit or none	
	Cooling Included Rent	Yes / No
Heating Style: e.g. central, furnace, baseboard, boiler, radiator or window unit		
Maintenance	Trash Removal Included in Rent	
	Lawn Care Included in Rent	Yes / No
	Pest Control Included in Rent	Yes / No

Unit Characteristics Continued		
Category	Description	Characteristics
Amenities & Housing Services	Laundry Type: e.g. Washer and Dryer, Dryer only, Washer only, Laundry Rm., Hook-ups only, etc.	
	Dishwasher	Yes / No
	Stove	Yes / No
	Refrigerator	Yes / No
	Garbage Disposal	Yes / No
	Security System	Yes / No
	Age Restricted	Yes / No
	Parking Type: e.g. 1/2/3 car garage, 1/2/3 assigned space, street parking, etc.	
	Lift / Elevator	Yes / No
Other Amenities	Microwave	Yes / No
	Fireplace	Yes / No
	Swimming Pool	Yes / No
	Ceiling Fan	Yes / No
	Fenced Yard	Yes / No
	Gated Community	Yes / No
	Cable /Satellite Included	Yes / No
	Additional comments:	

Tenant Name (PRINT) _____

Property Address _____

Landlord Name (PRINT) _____

Landlord Signature/Date _____

Signature

Date

Complete and return this document with your RFTA submission or Rent Increase Request!

RENT INCREASE REQUEST FORM



Landlord name:		Client name:	
Landlord Address:		Unit Address:	
Landlord email:		Client Email:	
Landlord phone#:		Client phone#:	

The policy regarding rent increase is as follows:

- The owner cannot change the rent during the initial lease term (first year). After the initial lease term, the owner may request a rent increase in accordance with the owners' lease.
- Payment standards are subject to change at any time and any amount requested over the payment standard will increase the participant's rent portion regardless of any future income changes.
- All rent increase requests are subject to a rent reasonableness analysis and may be denied.
- The Housing Authority may request owners to provide information concerning the rents charged for other units on the premises if the premises include more than four units.
- **All rent increases will be effective the first of the month sixty (60) days after the Housing Authority's receipt of the owner's request or on the date specified by the owner, whichever is later.**
- Rent Approval or Denial letter will be sent from the Housing Authority at least 30 days prior to effective date.

Date of Request:	
Current Rent Amount:	
Proposed Rent:	
Effective Date:	

By signing this document, I agree to the proposed rent amount. I have read and understand the policy as it is written above. I understand that this is only a request and is subject to Housing Authority approval.

****Attention clients and landlords: Please understand that the increased rent amount may increase the amount that the program participant pays and not the amount of the subsidy payment. Also, failure to submit ALL required and properly filled out documents within required 60-day time frame will result in delay of rent increase and will also result in adjustment of new effective lease terms. Please be aware that original lease dates may be adjusted depending on when paperwork for rent increase request was received.**

 Landlord's Signature Date

 Client's Signature Date