



Community Housing Division Memorandum

TO: Section 8 Landlords/Owners/Managers
FROM: Glendale Community Housing
SUBJECT: Annual Rental Increases

In accordance with the Code of Federal Regulations Title 24 §982.519, **your Request for Rental Increase must be received no later than 60 days before the next annual recertification date.**

Any request received less than 60 days from the annual recertification date will be denied.

The annual recertification date can be found on your inspection letter. This date should also coincide with your lease renewal date. If these two dates are different, please call the assigned housing representative for clarification.

If you do not know the annual recertification date for your Section 8 Housing Choice Voucher tenant, call the assigned housing representative upon receipt of this letter.

When submitting the Request for Rent Increase form, please be aware that the increase request must be approved by Glendale Housing before you sign a new lease and before you begin charging any increased rental amount. Your signature and the signature of your tenant does not constitute acceptance or approval by Glendale Housing.

Before you submit your request for increase, be advised that a rent reasonable verification will be completed. If the rent increase is denied, and the current rent charged deemed not reasonable, your rent may be lowered.

You will be notified in writing when your request has been approved or denied.

Be aware that if you do not hear from Glendale Housing within 30 days of the tenant's annual recertification date, it is your responsibility to contact our office to check the status of your request.

If you have any questions, please call your Housing Assistance Representative at 623-930-2180.

REQUEST FOR RENT INCREASE DECREASE

BEFORE YOU SUBMIT YOUR INCREASE REQUEST, BE ADVISED THAT IF THE RENT INCREASE IS DENIED, AND THE CURRENT RENT CHARGED IS NOT DEEMED REASONABLE, YOU WILL BE REQUIRED TO LOWER YOUR CURRENT RENT.

Your Request Must Be Submitted No Less Than 60 Days Before The Anniversary Date!! *****

Date: _____

Landlord/Owner/Manager Name: _____ Landlord/Owner/Manager FAX: _____

Landlord/Owner/Manager Address: _____ Tenant Name: _____

_____ Tenant Address: _____

If you requesting a rental increase this year, complete the following information -

***** RENT MUST INCLUDE RENT AND TAX ONLY, LESS CONCESSIONS. DO NOT INCLUDE WATER, SEWER OR TRASH. *****

Current Rent: \$ _____ Requested Rent \$ _____ Date of Annual Recertification _____

* CHD will not grant a request for increase at any time other than the annual recertification date, and only if the request is submitted no less than 60 days in advance!! *

*** If you sign a new lease and the increase is not approved, you will be required to re-sign.

*** The tenant must acknowledge the rental increase before such increase can be reviewed. Tenant must sign and date the next line.

Tenant Signature: _____ Date _____

(Tenant, by signing this form you acknowledge the rental increase, if approved by Glendale Housing.)

*** Landlord/Owner Signature: _____ Date _____

APARTMENT COMPLEXES- Owner's Certification. Program regulations requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. Complete the following section for most recently leased comparable unassisted units within the premises or elsewhere and submit with the current rent roll, or your request will not be processed.

Address & Unit Number	Date Rented	Rental Amount	Is this family assisted?	Telephone #	Fax #
			Y N	Name and Business Address of Owner/Representative	
			Y N		
			Y N	Signature _____ Date _____	

FOR COMMUNITY HOUSING DIVISION USE ONLY

REQUESTED RENT APPROVED YES ___ NO ___

CHD Representative _____ Date _____

RENT INCREASE DENIED DUE TO UNTIMELY REQUEST

CHD Representative _____ Date _____

PLEASE E-MAIL TO EACH: GVILLAMORENO@GLENDALEAZ.COM & FORTEGA@GLENDALEAZ.COM