

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Public Housing Authority Name]
[PHA Address]
[City, State, Zip Code]

RE: Notice of Rent Increase Request

Tenant Name: [Tenant Full Name]
Property Address: [Full Rental Address]
Voucher Number (if known): [Voucher Number]

To the Housing Authority Case Manager,

This letter serves as a formal request to increase the monthly rent for the above-referenced property from \$[Current Rent Amount] to \$[Proposed New Rent Amount], effective [Date of Increase - typically requires 60 days notice].

I believe this increase is justified based on the following factors:

- **Market Comparables:** Similar units in the [Name of Neighborhood/Zip Code] area are currently renting for between \$[Amount] and \$[Amount].
- **Property Improvements:** Since the last rent assessment, the following upgrades have been made: [List improvements, e.g., new HVAC, flooring, appliances].
- **Increased Operating Costs:** There has been a significant rise in [Property taxes / Insurance premiums / Utility costs / Maintenance labor] over the past year.

Attached to this letter, please find [List attachments, e.g., three rent comparables from local listings or receipts for improvements] to support this request.

The proposed rent remains within the Fair Market Rent (FMR) guidelines for this bedroom size and location. Furthermore, the unit remains in full compliance with Housing Quality Standards (HQS).

I have also provided a copy of this notice to the tenant as required by the lease agreement. Please notify me in writing once this request has been reviewed and approved.

Thank you for your time and cooperation.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]