

Date: [Date]

To: [Tenant Name]

Property Address: [Full Property Address]

To: [Public Housing Authority Name]

Case Worker: [Case Worker Name, if known]

Subject: Notice of Mutual Agreement for Rent Increase

Dear [Tenant Name] and [Housing Authority Name],

This letter serves as formal notice and a mutual agreement between the Landlord and Tenant to increase the gross rent for the unit located at the address listed above. This change is being submitted for review and approval by the Housing Authority in accordance with the Housing Choice Voucher (Section 8) program regulations.

Current Rent Details:

- Current Total Monthly Rent: \$[Amount]
- Current Lease Term Ends: [Date]

Proposed Rent Details:

- New Total Monthly Rent: \$[Amount]
- Effective Date of Increase: [Date]

The Landlord and Tenant agree that this new rent amount is reasonable and comparable to similar unassisted units in the area. The Tenant understands that their specific portion of the rent is determined by the Housing Authority based on their income, and this increase may or may not change the Tenant's monthly payment.

By signing below, both parties request the Housing Authority to process this rent adjustment and update the Housing Assistance Payments (HAP) Contract accordingly.

Landlord Signature: _____

Print Name: [Landlord Name]

Phone: [Phone Number]

Tenant Signature: _____

Print Name: [Tenant Name]

Phone: [Phone Number]