Housing Choice Voucher Program
205 Claremont Avenue, Montclair, NJ 07042
Tel: 973-509-4959/4936
MontclairHousing.org

Rent Increase Request Procedures

We understand that landlords may need to adjust rental rates periodically. To ensure that all rent increase requests are processed in accordance with U.S. Department of Housing and Urban Development (HUD) regulations, please follow the procedures outlined below.

1. Submit a Written Request and Complete Rent Reasonable Form

All rent increase requests must be submitted in writing to Montclair Housing Authority with a complete Rent Reasonable Form (attached). Your request must include the following information:

- Tenant's full name
- Rental property address and apartment number
- Current monthly contract rent
- Proposed new monthly rent
- Landlord/property management name and contact information

2. Provide at Least 60 Days' Advance Notice

In accordance with **24 CFR § 982.308(g)(4)**, landlords are required to notify the Housing Authority of any proposed change in the rent to owner at least **60 days before the requested effective date**. We require that all increases take effect with the lease renewal date and that you provide the tenant with a copy.

3. Rent Reasonableness Determination

In accordance with **24 CFR § 982.507(a)(2)(i)**, the Housing Authority is required to redetermine rent reasonableness before approving any increase in the rent to owner.

Under **24 CFR § 982.507(b)**, the proposed rent must be reasonable when compared to rents charged for comparable unassisted units in the private rental market.

In making this determination, the Housing Authority considers:

- Location of the rental property
- Quality and condition of the unit
- Unit size and type
- Age of the property

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- Amenities and housing services provided
- Maintenance responsibilities and utilities included in the rent

Submission of a rent increase request does not guarantee approval of the requested amount. Montclair Housing Authority may approve, deny, or request modification of the proposed rent based on its rent reasonableness determination and applicable program requirements.

Landlords must not charge the tenant an increased rental amount or collect additional rent for a denied contract rent.

Important Reminders

- Rent increase requests must be submitted directly to Montclair Housing Authority and the tenant.
- A minimum of 60 days' advance notice is required.
- Montclair Housing Authority must complete a rent reasonableness determination before approving an increase.
- Approval of a rent increase is not automatic and is subject to HUD regulations and Housing Authority policies.
- Any approved increase may affect the tenant's portion of the monthly rent.

We appreciate your continued participation in the Montclair Housing Authority Housing Choice Voucher Program and your partnership in providing safe, decent, and affordable housing to our community.

If you have any questions regarding the rent increase process, please contact our office.

Sincerely,

Stefanee C. Anderson
Senior Caseworker
Montclair Housing Authority

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LANDLORD RENT INCREASE REQUEST FORM

PLEASE COMPLETE ALL SECTIONS. INCOMPLETE REQUESTS WILL DELAY PROCESSING.

SECTION 1 – TENANT & PROPERTY INFORMATION

Tenant/Participant Name: _____

Rental Property Address: _____

Landlord/Property Management Company: _____

Landlord Contact Person: _____

Telephone Number: _____ Email: _____

SECTION 2 – RENT INCREASE INFORMATION

Current Contract Rent: $_____ Proposed New Monthly Contract Rent: $_____

Amount of Requested Increase: $_____

Lease Renewal Effective Date: _____

Has there been any change in the unit's condition, amenities, or services since the current rent was established?

☐ Yes ☐ No

If yes, please explain:

_____

_____

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SECTION 5 – LANDLORD CERTIFICATION

I certify that the information provided on this form is true and accurate to the best of my knowledge. I understand that submission of this request does not guarantee approval of the proposed rent increase.

I further understand and acknowledge that:

- In accordance with **24 CFR § 982.308(g)(4)**, the Housing Authority must receive at least 60 days' advance notice of a proposed change in rent to owner.
- The requested rent increase is subject to Housing Authority review and written approval.
- I may not charge or collect the increased rent from the HCV participant before the approved effective date.
- The tenant remains responsible only for the tenant-paid portion established by the Housing Authority.

Landlord/Authorized Representative Printed Name: _____

Signature: _____ Date: _____

SECTION 6 – HOUSING AUTHORITY USE ONLY

Date Request Received: _____ Effective Date: _____

60-Day Notice Requirement Met: ☐ Yes ☐ No

Rent Reasonable Determination: ☐ Approved ☐ Approved at a Modified Amount ☐ Denied

Current Contract Rent: $_____ Requested Contract Rent: $_____

Approved Contract Rent: $_____

Approved Effective Date: _____

Rent Reasonableness Completed By: _____ Date of Determination: _____

IMPORTANT: No rent increase is authorized until the Housing Authority has completed its review and issued written approval.

RENT REASONABLE FORM

Fields with an * are required. **PLEASE PRINT CLEARLY**

TENANT INFORMATION

* **First Name:** _____ * **Last Name:** _____

Voucher # / Reference #: _____ **Housing Authority Name:** Montclair Housing Authority

(STEP 1) PROPERTY LOCATION

* **Address:** _____ **Unit Number:** _____

* **City:** _____ * **State:** _____ * **Zip:** _____ * **County:** _____

(STEP 2) PROPERTY INFORMATION

* **Rent Amount:** $ _____

* **Bed(s):** _____

* **Bath(s):** _____

Square Footage: _____

***Year Built:** _____

Quality and Condition: ◯ Unknown ◯ Poor ◯ Fair ◯ Average ◯ Above Average ◯ Excellent

* **Property Type:**

◯ House ◯ TH/Villa ◯ Apt ◯ Condo ◯ Mobile Home ◯ Row House ◯ Duplex ◯ Triplex ◯ 4plex ◯ High-Rise ◯ Low-Rise ◯ Condo (APT) ◯ Condo (TH/Villa)

Applicable Utility Schedule: _____

(STEP 3) AMENITIES AND UTILITIES * Must Complete for Adjustment Accuracy

Heating Fuel:
☐ Gas ☐ Electric ☐ Oil ☐ Propane

Heating Fuel Paid by:
☐ Tenant ☐ Owner

Cooking fuel Type:
☐ Propane ☐ Gas ☐ Electric ☐ Oil

Cooking Paid by:
☐ Tenant ☐ Owner

Hot Water fuel Type:
☐ Gas ☐ Propane ☐ Electric ☐ Oil

Hot Water Paid by:
☐ Tenant ☐ Owner

Utilities: Electric paid by:
☐ Tenant ☐ Owner

Water Type:
☐ Well Water ☐ City Water

Water Paid by:
☐ Tenant ☐ Owner

Sewer Type:
☐ Septic Tank ☐ Public Sewer

Sewer Paid by:
☐ Tenant ☐ Owner

Cooling Type:
☐ Window/Wall ☐ Swamp Cooler ☐ Central ☐ None

Heat Type:
☐ Baseboard ☐ Space ☐ Central ☐ Window/Wall ☐ Radiator ☐ None ☐ Heat Pump ☐ Boiler

Indoor:
☐ Ceiling Fan(s) ☐ Cable Included

Laundry Type:
☐ W/D Hook-ups ☐ Washer ☐ Onsite Laundry ☐ Dryer ☐ Washer/Dryer

Kitchen:
☐ Dishwasher ☐ Stove ☐ Refrigerator ☐ Microwave ☐ Garbage Disposal

Outdoor:
☐ Swimming pool ☐ Gated Community ☐ Balcony

Parking:
☐ 1 Car Garage ☐ 2 Car Garage ☐ 3 Car Garage ☐ 1 Covered Space ☐ 2 Covered Spaces ☐ Unassigned ☐ Street ☐ Assigned ☐ Driveway ☐ Open ☐ Unknown ☐ None

Maintenance:
☐ Pest Control Included ☐ Lawn Included ☐ Trash Included