



Rent Increase Request Form

Submit the completed form via email to mhampton@blha.net or fax to 812.339.7177.

Tenant Name: _____

Tenant Address: _____

Current Rent Amount: \$ _____ Requested Rent Amount: \$ _____

Owner/Landlord Name: _____

Preparer's Name and Title (if different from above): _____

Company Address: _____

Phone: _____ Email Address: _____

Proposed Rent Increase Effective Date: _____

Reason for Request: _____

Does the information below indicate a change in the utility responsibilities? YES NO

The owner shall provide or pay for the utilities indicated below by an "O". The tenant shall provide or pay for the utilities indicated below by a "T". Unless otherwise specified below, the owner shall pay for all utilities provided by the owner.

Item	Fuel Type			Paid By
Heating	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Propane	
Cooking	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Propane	
Water Heating	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Propane	
Electric				
Water/Sewer				
Trash				

Continued on next page



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Address of dwelling unit: _____

Date Constructed: _____ Square footage of unit: _____ Number of bathrooms _____

Accessible unit: Yes No

Unit Type (Circle only one): Single Family Detached Apartment/Townhouse Duplex Manufactured Home

Unit has been painted, cleaned and received turnover maintenance within the past 30 days: Yes No

Unit is within 5 miles of public transportation and/or medical facilities: Yes No If yes how many miles? _____

Unit has the following amenities, facilities and services: (Circle all that apply)

- Drapes/Blinds Ceiling Fans Dishwasher Garbage Disposal Microwave Refrigerator
- Central Air Window Air On-Site Laundry Facility Wi-Fi/High-Speed Internet Patio/Balcony Stove-hood
- Washer/Dryer Hook-up Washer/Dryer Finished Basement Unfinished Basement Playground
- Storage Shed Deck/Porch Fitness Center Pool Garage On-site Parking Large Yard/Common Area
- On-Site Maintenance Owner-Provided Snow Removal Owner-Provided Lawn Care

Unit has had the following upgrades within the past five years: (Circle all that apply)

- Floor Covering Windows Exterior Doors Siding Roof Insulation
- Furnace Water Heater Countertops

By signing below, I acknowledge that any rent increase or utility change request must be submitted to BHA **at least 60 days prior to the rent increase effective date** and will be made effective on the later of: the first of the month following a 60-day notice, or the proposed rent increase effective date. Further, I certify that the information provided on this form is complete and accurate to the best of my knowledge and that the rent requested is not greater than the rent for any other unassisted unit in the building. I understand that the request may result in an increase in the tenant's portion of the rent and that the tenant may exercise their right to move. By submitting this rent increase request, I understand that BHA must thoroughly evaluate my request including comparing the requested rent to rents charged for comparable, market-rate units in the vicinity of the subject unit. This could result in one of three outcomes: (1) a denial of the request to change the rent amount (2) a decrease in the current rent amount or (3) an approval of my request to increase the rent amount. I also understand that the rent for this unit may be reduced or redetermined at any time if the BHA finds that the rent charged by the Owner exceeds rents charged for other comparable unassisted units.

Owner signature: _____ Date: _____