



121 Paillet Drive - Harvey, LA 70058 - 504.342.4475 - www.jp hsdd.org

**REQUEST FOR RENT INCREASE / DECREASE FORM: email to increases@jp hsdd.org**

**1. TO BE COMPLETED BY PROPERTY OWNER (PLEASE PRINT OR TYPE)**

Tenant's Name \_\_\_\_\_ Tenant ID: \_\_\_\_\_  
Rental unit address \_\_\_\_\_ Unit # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone # \_\_\_\_\_  
Owner's Name \_\_\_\_\_ Vendor # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_  
Cell \_\_\_\_\_ Email \_\_\_\_\_

I am hereby requesting (a) rent increase or (b) decrease on the above rental unit based on the following justification. (In the space below highlight any improvements made to the property, added amenities, etc. Please provide requested overall unit characteristics and amenities below. Do not list maintenance items caused by regular wear and tear.)

(Please check one of the following)  Rent Increase  Rent Decrease

HAP Contract Anniversary Date \_\_\_\_\_ Current Rent \_\_\_\_\_ Requested Rent \_\_\_\_\_ Proposed Effective Date \_\_\_\_\_

**GENERAL UNIT INFORMATION**

No. Bedrooms \_\_\_\_\_ No. Bathrooms \_\_\_\_\_ Full \_\_\_\_\_ 1/2 \_\_\_\_\_ Unit Size \_\_\_\_\_ square feet Year Built \_\_\_\_\_

BUILDING TYPE (select ONE) Check here if Condo

[ ] Single Family Detached [ ] Duplex/Triplex/Fourplex [ ] Rowhouse/Townhouse [ ] Manufactured

[ ] Low Rise (including garden/walkup)

**AMENITIES AND SERVICES INCLUDED IN RENT**

[ ] Garbage Disposal [ ] Refrigerator [ ] Ceiling Fans  
[ ] Pest Control [ ] Washer/Dryer in Complex [ ] Window-Wall A/C Unit  
[ ] Washer/Dryer In Unit [ ] Central Air [ ] Pool  
[ ] Stove [ ] Dishwasher [ ] Washer/Dryer Hookups  
[ ] Lawn Care [ ] Microwave

**Heat Source**

[ ] Central Air [ ] Heat Pump [ ] Window/Wall

1. The cost of amenities can be included in the requested rent amount. These amenities will be taken into consideration for making the rent determination. The tenant cannot be charged a separate fee for these amenities if they are included in the rent. **The tenant should not enter into any additional agreement for these amenities.** If the rent determination shows that the tenant does not have enough income to support the rent plus amenities, the rent request will be denied.
2. Tenants can choose to pay for an amenity on their own so long as the cost of the amenity is not part of the rent. Any agreement signed by the tenant for amenities must have the same termination date as the lease and cannot state that the fee is considered additional rent. This agreement must be disclosed to the HCV program. The HCV program does not assume responsibility for failure of tenant to comply with any provision of the amenities agreement. **Tenant is advised to carefully consider the burden of an additional expense before entering into an agreement.**

**PARKING**

- Car Carport                       Assigned                      Car Garage                       Street                       Unassigned                       None  
 Driveway                       Open

**UNIT QUALITY**

- A. Newly constructed or completely renovated  
 B. Well maintained and/or partially renovated  
 C. Adequate, but some repairs may be needed soon

To the best of my knowledge the information above is correct.

\_\_\_\_\_

Owner's Signature

\_\_\_\_\_

Date

**2. TO BE COMPLETED BY TENANT**

I understand that due to the above rent increase/decrease requested by the owner, my rent may be adjusted higher or lower. This is in addition to other adjustments due to changes in income and/or family composition reported at my annual recertification.

\_\_\_\_\_

Tenant's Signature

\_\_\_\_\_

Date

**Tenant Refused or Not Available to Sign (completed by owner):**  
 The tenant [ ] refused [ ] was not available to sign.

**3. IMPORTANT NOTICE TO OWNER**

- OWNERS SHOULD REVIEW THE AREA RENTAL MARKET PRIOR TO REQUESTING AN ADJUSTMENT TO THE CONTRACT RENT. THE RENT REASONABLENESS ANALYSIS TO BE CONDUCTED BY HSDD HCV MAY YIELD RESULTS EQUAL, HIGHER, OR LOWER THAN THE CURRENT CONTRACT RENT.
- OWNER MUST NOT COLLECT ON THE RENT INCREASE AMOUNT UNTIL RECEIVING WRITTEN APPROVAL FROM HSDD HCV.
- HSDD HCV MAY LIMIT AND/OR DENY RENT INCREASE REQUESTS DUE TO FUNDING AVAILABILITY OR RESTRICTIONS.
- REQUEST FOR RENT INCREASES MUST BE REQUESTED AT LEAST 60 DAYS BEFORE THE ANNIVERSARY OF THE LEASE FOR THE NEW RENT TO BE EFFECTIVE ON THE ANNIVERSARY DATE. APPROVED RENTAL INCREASES WILL BE EFFECTIVE ON THE FIRST OF THE MONTH 60 - 90 DAYS FROM THE REQUESTED DATE. IF THE HSDD HCV DEPARTMENT PROCESSES THE RENTAL INCREASE LATE OR THE ANNUAL RECERTIFICATION FOR THE CLIENT IS NOT COMPLETE, THE APPROVED RENTAL INCREASE WILL BE APPLIED RETROACTIVELY TO THE APPROVED DATE.
- HSDD HCV MAY REQUIRE OWNERS OF MULTI-UNIT RENTAL PROJECTS TO PROVIDE RENT ROLLS AND/OR LEASES FOR UNASSISTED/NON HCV TENANTS.
- HSDD HCV SHALL/WILL NOT GRANT A RENT INCREASE UNLESS THE OWNER HAS COMPLIED WITH OBLIGATIONS UNDER THE HAP CONTRACT, INCLUDING COMPLIANCE WITH THE CURRENT HQS RATING FOR ALL CONTRACT UNITS.