



www.miamidade.gov

**Public Housing and Community Development
Miami-Dade Housing Choice Voucher Program**

P.O. Box 521750
Miami, FL 33152-1750
TTD/TTY Florida Relay Service
1-800-955-8771 or Dial 771

Customer Service Number: 305-403-3222/ Fax: 786-358-5893
Si necesita ayuda con este formulario, llame al 305-403-3222
Si w bezwen asistans ak fòm sa a, tanpri rele 305-403-3222

REQUEST FOR RENT INCREASE / DECREASE

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

Tenant's Name _____

Rental unit address _____ Unit # _____

City _____ State _____ Zip Code _____

Phone # _____ MDHCV Client # (if known) _____

Owner's Name _____ TIN or SSN _____

Address _____

City _____ State _____ Zip Code _____

Phone # _____ Fax # _____

Cell _____ Email _____ Vendor # _____

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 _____ ½ _____ Unit Size _____ square feet

BUILDING TYPE (select ONE) Check here if Condo

- [] Single Family Detached [] Duplex/Triplex/Fourplex [] Rowhouse/Townhouse [] Manufactured [] High Rise
- [] Low Rise (including garden/walkup) [] Single Room Occupancy [] Independent Group Residence

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
- [] Gated Community [] Dishwasher [] Washer/Dryer Hookups
- [] Stove [] Lawn Care [] Microwave

Heat Source

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

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 Covered

EXTERIOR

- Balcony Patio Deck Porch

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. The owner must provide the following in order for the rent increase to be considered by PHCD:

- [] This completed Rent Increase Request Form
- [] Copy of the Notice provided to the tenant of the rent increase that is not effective sooner than 60 days from the date of the Notice.
- [] Proof of Service/Delivery of the Rent Increase Notice to the tenant.

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 MDHCV may yield results equal, higher, or lower than the current contract rent.
- Owners must not collect on the rent increase amount until receiving written approval from MDHCV.
- MDHCV 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. A late request will be processed, but will be effective on the first of the month 60 days subsequent to the request date, and will not be applied retroactively.
- MDHCV may require Owners of multi-unit rental projects to provide a rent roll.
- MDHCV shall not grant a rent increase unless the Owner has complied with obligations under the HAP contract, including compliance with the HQS for all contract units.