MIAMI-DADE HOUSING AGENCY (MDHA)
Private Rental Housing Division

REQUEST FOR ADJUSTMENT TO CONTRACT RENT

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

Tenant's Name _____ Tenant's No. _____
Phone No. _____
Rental unit address _____ Unit # _____
Owner's Name _____ Vendor's No. _____
Address _____
City _____ State _____ Zip Code _____
Phone No. _____ Beeper _____
Cell _____ Fax _____

I am hereby requesting a rent increase on the above rental unit based on the following justification. (In the space below indicate any improvements made to the property, added amenities, etc. Do not list maintenance items caused by regular wear & tear.)

_____

_____

_____	$ _____	$ _____
Renewal Date	Current Rent	Requested Rent

_____ Owner's Signature

_____ Date

2. TO BE COMPLETED BY TENANT

I understand that due to the above rent increase 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

3. IMPORTANT NOTICE

- Owners should review the area rental market prior to requesting an adjustment to the contract rent. The rent reasonableness analysis to be conducted by MDHA may yield results equal, higher, or lower than the current contract rent. Approval of rent increases will be limited to the lower of five percent (5%) or the reasonable rent, in accordance with the increase in funding from USHUD.

- Request for adjustment to contract rent 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. (**Owners of multi-unit rental projects must attach a rent roll with this request**). We encourage owners to submit the request 120 days before the anniversary of the lease.

TO BE COMPLETED BY MDHA STAFF

Requestor_____ Team_____ Date_____

Payment Standard_____	Property Description	Prior Survey
Utility Allowance_____	PTXA	Rent Roll
Owners Comparables	Recent HQS Results	Other

Comments _____

_____

Rent authorized $_____ Date_____ _____ Survey Staff Signature

Revised 03/2006