Indianapolis Housing Agency • 1935 N Meridian St • Indianapolis, IN 46202 • 317-261-7200 • Fax 317-261-7265

Landlord Rental Increase Request

A request for rent increase must comply with all of the following requirements before the Indianapolis Housing Agency can approve your request.

- No rent increases can occur during the first 12 months of a new contract.
- Only one request per unit will be processed by this agency during any 12 month period.
- This form must be submitted no less than 60 days **prior** to the contract anniversary date.
- The amount of your request cannot exceed the rents for comparable unassisted units in the same neighborhood of your unit. Ref: 24 CFR 982.507(4)
  ***Note to Landlord**: A rent reasonableness test will be conducted. If the results of this test indicate that your current contract rent should be reduced, IHA HCVP is required to reduce the rent accordingly.*
- For multi-family apartment building or complex having 3 or more units under the Building Rent Program, you must submit your current rent schedule.
- The tenant must sign this form, verifying they will sign the amended lease for the rent you seek
  ***Note to Tenant**: Your monthly portion may increase by some or the entire approved rent increase amount.*
- If the increase is approved, you will be sent a rental change notice.
- Please complete the back of this form: Additional Unit Amenities Worksheet

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Address of Unit: _____

_____

Current Contract Rent: $ _____ per month, lease ending on _____

Square Footage of unit: _____ Number of bedrooms: _____

Approximate year unit was built: _____ **Proposed Rent Increase: $_____ per month.**

Landlord:

Name: _____ E-mail: _____
(Please Print)

Signature: _____ Date: _____

Telephone Number: _____ Fax: _____

Tenant:

Name: _____ Client #: _____
(Please Print)

Signature: _____ Date: _____

Telephone Number: _____

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General Unit Information

I am hereby requesting a rent increased based upon the following justification. Please provide requested overall unit characteristics and amenities by checking all items that apply below. Do not list maintenance items cause by regular wear and tear.

Amenities / Services Included in Rent

- ☐ Cable TV
- ☐ Ceiling Fan(s)
- ☐ Central Air Conditioning
- ☐ Chandelier(s)
- ☐ Clubhouse
- ☐ Dishwasher
- ☐ Fireplace
- ☐ Garbage Disposal
- ☐ Gated Community
- ☐ Laundry Facility
- ☐ Lawn Maintenance
- ☐ Microwave (in addition to stove)
- ☐ Pest Control
- ☐ Playground
- ☐ Pool (Year Built: _____)
- ☐ Security System
- ☐ Trash
- ☐ Washer / Dryer Hookups
- ☐ Washer
- ☐ Dryer
- ☐ Window Air Conditioning
- ☐ Yard (Fenced-in / open)

Amenities / Services Included in Rent (cont.)

- ☐ Other: _____
- ☐ Other: _____
- ☐ Other: _____

Parking

- ☐ Assigned
- ☐ Car Garage (# cars: ____)
- ☐ Covered / Carport
- ☐ Gated Parking
- ☐ Street
- ☐ Unassigned
- ☐ N/A

Exterior

- ☐ Balcony
- ☐ Patio
- ☐ Deck
- ☐ Porch
- ☐ N/A

Building Type

- ☐ Condo
- ☐ Duplex / triplex / fourplex house
- ☐ Garden (1 – 4 stories)
- ☐ High-rise (9+ stories)
- ☐ Mid-rise (5 – 8 stories)
- ☐ Single family / detached house
- ☐ Townhouse

# of Bathrooms

☐

Utilities and Appliances

The Owner shall provide or pay for the utilities and appliances indicated below by an "O".
The HCV Client (Tenant) shall provide or pay for the utilities and appliances indicated below by a "T".
Unless otherwise specified below, the Owner shall pay for all utilities and appliances provided by the owner.

		Provided By	Paid By
Heating	☐ Natural Gas ☐ Bottle Gas ☐ Oil/Coal ☐ Electric		
Cooking	☐ Natural Gas ☐ Bottle Gas ☐ Oil/Coal ☐ Electric		
Water Heating	☐ Natural Gas ☐ Bottle Gas ☐ Oil/Coal ☐ Electric		
Other Electric			
Water			
Sewer			
Trash Collection			
Air Conditioning			
Refrigerator			
Range/Microwave			
Other:			
Other:			

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

_____ Owner's Signature

_____ Date