



Rent Increase Procedure

Rent increase requests must be submitted to the Aurora Housing Authority (AHA) **60 days prior** to the effective date of the increase. All approved rent increases will take effect on the 1st of the month (e.g. requests received on January 15 will be effective April 1).

1. The landlord must submit the Rent Increase Request Form, Amenities List and proposed lease or lease addendum to the appropriate Housing Specialist by fax or email.
2. The AHA will conduct rent reasonableness to determine if the increase is in accordance with market rates.
3. If the increase is denied written notification will be mailed. If the increase is rent reasonable, written notification will be mailed requesting additional documentation based on the landlord entering into a new lease or continuing month to month.
4. The requested documents must be returned to the Housing Specialist who issued the notice within 10 days in order for the increase to take effect on time. Failure to submit the requested documents will result in your request being denied.

Assisted Housing Contacts can be found at the following link:

<https://www.aurorahousing.org/housing/hcv-housing-choice-vouchers-program-section-8/assisted-housing-contacts/>



Rent Increase Form

Landlord Name: _____ Landlord Telephone #: _____

Landlord Email Address: _____ Date: _____

Rent increase requests must be submitted **60 days prior** to the effective date of the increase.

Complete the information below and provide the AHA a proposed lease or lease addendum based on if the landlord will be entering into a new lease with the tenant or continue month to month.

Tenant Information:

Tenant Name: _____

Tenant Address: _____

Contract Rent:

Current Contract Rent: \$ _____

Requested Contract Rent: \$ _____

<input type="checkbox"/> Lease	OR	<input type="checkbox"/> Month to Month
<p>Requested Term Begin Date:</p> <p>_____</p> <p style="text-align: center;">(mm/dd/yyyy)</p> <p>Requested Term End Date:</p> <p>_____</p> <p style="text-align: center;">(mm/dd/yyyy)</p> <p>Requested begin date will be the first of the month; Requested end date will be the last day of the month.</p> <p>The landlord must submit a proposed lease</p>	<p>Requested Effective Date:</p> <p>_____</p> <p style="text-align: center;">(mm/dd/yyyy)</p> <p>Effective date will be the first of the month.</p> <p>The landlord must submit a proposed month to month lease addendum</p> <p>Example: Effective July 1, 2019, the contract rent for the unit at _____ will be \$ _____.</p>	



Rent Reasonableness Worksheet

Unit Address: _____

Number of Bedrooms: _____ Number of Bathrooms: _____ Square Feet: _____ Year Built: _____

Unit Quality: (select one)

- _____ Newly constructed or completely renovated
- _____ Well maintained and/or partially renovated
- _____ Adequate/some repairs may be needed soon

Building Type: (select one)

- _____ House _____ Townhouse _____ Quadplex
- _____ Apartment _____ Duplex _____ Mobile
- _____ Condominium _____ Triplex _____ High Rise

Utilities Included with Rent:

- _____ Electric _____ Water _____ High Speed Internet
- _____ Gas _____ Sewer _____ Cable TV
- _____ Heat _____ Trash

Utility Types and Appliances:

- Stove Type: _____ Electric _____ Gas
- Water Heater: _____ Electric _____ Gas
- Heater: _____ Electric _____ Gas
- Air Conditioner: _____ Window Mounted _____ Central _____ Swamp Cooler _____ None
- Refrigerator: _____ Included _____ Not Included
- Gated Community: _____ Yes _____ No
- Pool: _____ Yes _____ No
- Washer: _____ Included _____ Hook Up Only _____ No Hook Up
- Dryer: _____ Included _____ Hook Up Only _____ No Hook Up

Amenities:

Parking: _____ Garage _____ Carport _____ On Street _____ Off Street

Other Features:

- _____ Cable Ready _____ Back Porch _____ Front Porch
- _____ Ceiling Fans _____ Balcony _____ Patio
- _____ Dishwasher _____ Deck
- _____ Garbage Disposal _____ Fenced Backyard
- _____ Microwave _____ Fenced Front Yard
- _____ Miniblinds

Accessibility:

- _____ 32" Doors
- _____ Flat Entry
- _____ Ramped Entry

Yard Maintenance:

- _____ Included
- _____ Not Included

Pest Control:

- _____ Yes
- _____ No