

**RENT INCREASE REQUEST FORM**

Submit this completed form to the Everett Housing Authority for all requests to increase rent. Email this form to [inspections@evha.org](mailto:inspections@evha.org). A 60-day notice (from the first day of a month) is required for all rent increases.

PLEASE NOTE: Incomplete forms will not be processed

**Rental Property Details**

Tenant Last Name: \_\_\_\_\_ Tenant First Name: \_\_\_\_\_  
 EHA Client Number: \_\_\_\_\_ Owner Name: \_\_\_\_\_  
 Rental Unit Address: \_\_\_\_\_ Unit Number: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Rent Increase Request**

Requested Rent Amount: \_\_\_\_\_ Month -to-Month Requested Rent Amount: \_\_\_\_\_  
 Requested Effective Date: \_\_\_\_\_ Month-to-Month Fee (in addition to rent): \_\_\_\_\_

Is this a tax credit property?      Yes      No  
 If yes, do you charge the same rent for Section 8 and Non-Section 8 tenants?      Yes      No  
 If yes, what set aside percentage do you use?      %

**Property Information**

Number of Bedrooms in the Unit      Full Baths      Half Baths  
 Square Feet      Year Built

**Property Type**

House	Townhouse	Duplex
Mobile Home	Apartment	Triplex
High-Rise (3+ Floor Building)	Condo	4-Plex
	Row House	Low-Rise

**Please continue on next page**

**Utilities**

Are the utility responsibilities changing? Yes No

If yes, you will be asked to execute a new Housing Assistance Payment (HAP) contract and lease.

New lease dates - Begin End

**Utility Responsibility** (The table below should reflect what the utility responsibility will be after processing this request.)

					Who Pays?	
Heating Fuel	Gas	Electric	Propane	Oil	Landlord	Tenant
Cooking Fuel	Gas	Electric	Propane	Oil	Landlord	Tenant
Hot Water Fuel	Gas	Electric	Propane	Oil	Landlord	Tenant
Other Electric	Who will be paying the electric bill?				Landlord	Tenant
Water	Well Water		City Water		Landlord	Tenant
Sewer	Septic Tank		Public Sewer		Landlord	Tenant

**Utilities - Miscellaneous**

**Cooling System**

- Central
- Swamp Cooler
- Window/Wall
- None

**Heating System**

- Baseboard
- Boiler
- Heat Pump
- Radiator
- Window/Wall
- Space
- Central
- None

**Amenities** (Only amenities included in the rent and that are selected below will be used to calculate reasonable rent.)

<u>Indoor</u>		<u>Outdoor</u>	<u>Parking (check one)</u>
Cable Included	Ceiling Fan	Balcony	1 Car Garage
Dryer	Washer	Gated Community	2 Car Garage
W/D Hookups	Onsite Laundry	Pool	3 Car Garage
Fireplace		Fenced Yard	1 Covered Space
			2 Covered Spaces
			Driveway
<b><u>Kitchen</u></b>		<b><u>Maintenance Included</u></b>	Unassigned
Dishwasher		Lawn	Open
Microwave		Trash	Street
Stove		Pest Control	Unknown
Garbage Disposal			None
Refrigerator			

Do you charge this client an additional fee for any of the above amenities? Yes No

If yes, please explain what amenity and how much extra you charge:

Have you made any capital improvements in the last year? Yes No

If yes, please describe: