



RENT INCREASE / UTILITY CHANGE REQUEST FORM

Submit this completed form to the Everett Housing Authority for all requests to increase rent. Email this form to 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 Name: _____

EHA Client Number: _____ Owner Name: _____

Rental Unit Address: _____

City: _____ State: _____ Zip: _____

Rent Increase Request

Requested Rent Amount: _____ Month-to-Month Requested Rent Amount: _____

Requested Effective Date: _____

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 to you use? % _____

Property Information

The program regulation requires EHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted units. Owners of projects with more than 4 units must complete the following section for most recently leased comparable unassisted units within the premises.

Address and unit number (of unassisted comparable units)	Date Rented	Rental Amount
1.		
2.		
3.		

Do you charge this client an additional fee for any unit or community 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: _____

Utilities

Are the utility responsibilities changing? Yes No

If yes, please complete the section below. You will be asked to execute a new Housing Assistance Payment (HAP) contract and lease. New lease dates – Begin Date: _____ End Date: _____

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

Utility Item	Utility Source						Who Pays?						
Heating Fuel	<input type="checkbox"/>	Gas	<input type="checkbox"/>	Electric	<input type="checkbox"/>	Propane	<input type="checkbox"/>	Oil	<input type="checkbox"/>	Landlord	<input type="checkbox"/>	Tenant	
Cooking Fuel	<input type="checkbox"/>	Gas	<input type="checkbox"/>	Electric	<input type="checkbox"/>	Propane	<input type="checkbox"/>	Oil	<input type="checkbox"/>	Landlord	<input type="checkbox"/>	Tenant	
Hot Water Fuel	<input type="checkbox"/>	Gas	<input type="checkbox"/>	Electric	<input type="checkbox"/>	Propane	<input type="checkbox"/>	Oil	<input type="checkbox"/>	Landlord	<input type="checkbox"/>	Tenant	
Other Electric (general electricity)										<input type="checkbox"/>	Landlord	<input type="checkbox"/>	Tenant
Trash										<input type="checkbox"/>	Landlord	<input type="checkbox"/>	Tenant
Water	<input type="checkbox"/>	City Water			<input type="checkbox"/>	Well Water			<input type="checkbox"/>	Landlord	<input type="checkbox"/>	Tenant	
Sewer	<input type="checkbox"/>	Public Sewer			<input type="checkbox"/>	Septic Tank			<input type="checkbox"/>	Landlord	<input type="checkbox"/>	Tenant	