

OWNER'S RENT CHANGE REQUEST FORM

Date _____

(You must have your tenant sign and date this form when you inform them of the change)

Tenant's Name & Address: _____

(Owner must submit one form for EACH tenant affected by this change)

Current Contract Rent: _____ Proposed Contract Rent: _____

Effective Date Of Above Proposed Rent Change: _____

Date Owner Informed Tenant Of Prospective Rent Change: _____

Utility Responsibility: (circle below who is responsible for paying the following utilities)

Gas	Owner	Tenant
Electricity	Owner	Tenant
Water	Owner	Tenant
Sewer	Owner	Tenant
Trash	Owner	Tenant

Stove: (circle below the type of appliance in the unit and who is responsible for providing that appliance)

Gas	Owner	Tenant
Electric	Owner	Tenant

Refrigerator: (circle below who is responsible for providing this appliance)

Owner	Tenant
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Company Name (if applicable) as listed in our records: _____

Individual Owner's Name (if applicable) as listed in our records: _____

Mailing Address Of Company OR Individual Owner (whichever applies): _____

Signature Of Company Rep OR Individual Owner (whichever applies): _____

Company's FEDERAL TAX ID (full number) or Owner's SSN# (last 4 digits only): _____

Email address: _____

Phone: _____ Fax (if applicable): _____

Tenant Signature: _____ Date: _____

By submitting this Rent Change Request, I, the owner or representative of the above client's rental unit, understand that I am not guaranteed to receive the rent I am requesting. I understand that I am required to obtain my tenant's signature on this form. I am also required to inform my tenant(s) and the LMHA of this proposed rent change a minimum of 60 days prior to the effective date of the change. I further understand that all changes in rent are subjected to a Rent Reasonableness process as explained on the reverse side of this form, and that this request may be denied.

(Over)

~Rent Reasonableness Process~

The Lorain Metropolitan Housing Authority (LMHA) will not approve a Contract Rent request until the rent to owner is determined reasonable. To do so, the LMHA uses the independent entity: www.AffordableHousing.com. Here, landlords can add their Rent Roll information for multi-family units.

Note that if you are the manager of an apartment complex and you would like for us to use your units as comparables, you, the landlord, must enter your own property's information into this website. Note, too, that the LMHA uses only **unsubsidized** properties as comparable units. Therefore, if you would like for us to use your owner-provided information, you must enter the information for a minimum of 3 units into the www.AffordableHousing.com website. Once completed, we can 'pull' them as comparables.

Some owners complete the Owner Certification area located on the back of the Request For Tenancy Approval (RFTA) to list the "going rate" of their unsubsidized multi-family units. Other owners provide us with a Rent Roll. Note that each of these entities is permissible as a source of back-up information. However, note that if you do decide to provide these items, you must *still* enter that information into the www.AffordableHousing.com website in order for the LMHA to justify the requested rent.

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Once you have entered the unit information for a minimum of 3 unsubsidized units into the www.AffordableHousing.com website, you must then contact Carol Langham at (440) 288-7454 or clangha@lmha.org and let her know that you have finished entering your units. At that point, she will be able to conduct the Rent Reasonableness process.

When determining Rent Reasonableness, we will consider such factors as the number of bedrooms in the unit, square footage, geographical location, year built, structure type, amenities, who pays for utilities, and the overall condition of the unit.

Should you have any questions, you may contact Carol Langham at the number and/or email address above.