



## MARIETTA HOUSING AUTHORITY

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### Landlord Rent Increase Instructions

Thank you for your interest in continuing your participation as a Landlord/Owner in the Housing Choice Voucher [HCV] Program for the Marietta Housing Authority [MHA]. In order to process this change, you should consider the following steps.

#### **1. Is the unit eligible for a rent increase ?**

- If the tenant is within the initial lease term (usually one year), the contract rent cannot be altered. In fact, no terms of the lease can be changed within the initial lease term without executing a new Housing Assistance Payment (HAP) Contract.
- Georgia Law and HUD regulation requires that a landlord must give a minimum of 60 days notice of any changes in the terms of the lease. You must give your tenant a written notice of these proposed changes.
- You cannot charge more for an assisted unit than you do for an unassisted unit.
- An increase in maintenance costs is not an eligible reason for a rent increase. An increase in surrounding area rents is not an eligible reason as well.
- Have major improvements to the unit been made during the past year ? Did you add a bathroom or renovate the HVAC system ? This is an acceptable reason for a rent increase.
- Have significant increases in taxes and/or insurance affected the current contract rent ? These are acceptable reasons for a rent increase.

#### **2. What should my rent increase notice to the tenant look like ?**

- ✓ Any notice that you normally use to advise your tenant(s) of a proposed rent increase is acceptable. Ensure it includes tenant name, unit address, current contract rent, proposed contract rent, and proposed effective date.

#### **3. Submit to MHA.**

- ✓ You must forward us a copy of the written notice that you sent to your tenant. We will measure that notice against the factors listed above; was the unit eligible for a rent increase, was proper notice given, and is the rent increase justified because of improvements and/or tax/insurance increases ?
- ✓ You must complete MHA form # 3335, Rent Increase Request. This document must accompany your notice to the tenant. These documents can be sent to MHA by regular mail, fax, or email, whichever means is most convenient.
- ✓ You will be notified if the rent increase has been Approved, an Adjustment Offered, or Denied.

#### **3. Timing is the key.**

Contract rents, of course, are set for the beginning of a particular month; therefore, a rent increase could take more than 60 calendar days to become effective depending on when you notify your tenant. For example, a 60 day notice dated 6-6-2014 will not impact the contract rent until 8-1-2014. This is crucial in timing the rent increase notice and other lease considerations.