

## DIRECTIONS FOR REQUESTING RENT INCREASE

In accordance with the Department of Housing and Urban Development (HUD) regulations, you must provide sixty-(60) day advance notice to your tenant and the Housing Authority to increase your rent. **In addition, such increases can only be requested once per year, at the annual anniversary date of the tenant's recertification and must be received by the ACHA no later than 60 days prior to the recertification date.**

Although you may use your own form of request, we have enclosed this standardized sample to make it easier for you. Simply follow these three steps:

1. Complete the form and indicate the following:
  - amount of increase that you are requesting;
  - property address of the leased unit;
  - effective date of the annual recertification; and
  - new rental amount.
2. Be sure to also list the date, tenant's name and address along with your name. Don't forget to sign the form.
3. Give this Notice directly to the tenant and a copy to the Housing Authority at the following address: (if mailing)

Allegheny County Housing Authority  
301 Chartiers Ave.  
McKees Rocks, PA 15136

**Or, you may fax to: 412-642-2392, or scan and email to: [Landlords@achsng.com](mailto:Landlords@achsng.com),  
You may also enter your request through Partner Portal if you prefer.**

**Remember:** all rents must be reasonable and comparable to other rents of like properties in the neighborhood. The Allegheny County Housing Authority (ACHA) will review each request and determine if it can be approved based upon specific comparable data and HUD's rent reasonableness criteria. It is also important to remember that an increase in the total rent may have a direct impact upon the tenant's rent.

The ACHA will promptly notify you if your requested rent cannot be approved. Otherwise, your new rent will be included in a revised calculation of both the tenant portion of rent and the ACHA's Housing Assistance Payment. You will receive a document reflecting those changes.

If you have any questions regarding this process, please contact your Housing Counselor. Thank you for participating in the ACHA Housing Choice Voucher Program.

Kimberly A. Longwell  
Director of Housing Choice Voucher Program

**NOTICE TO INCREASE RENT**

Date: \_\_\_\_\_

Tenant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Tenant:

This Notice is to inform you that I am requesting an increase of \$\_\_\_\_\_ to the contract rent ("Rent") for the property you lease located at \_\_\_\_\_. This increase will be effective the first day of \_\_\_\_\_, 20\_\_ ("the Effective Date"). A copy of this request is also being submitted to the Allegheny County Housing ("ACHA") Section 8 Department for approval. Therefore, if approved by the ACHA, the new rent for your Lease Agreement on the Effective Date will be \$\_\_\_\_\_.

**NOTE:** This change may also increase your portion of the contract rent under the Section 8 Program.

I am providing you with this Notice at least sixty (60) days in advance of the Effective Date, in accordance with the Section 8 Program regulations.

If you decide to terminate the Lease Agreement, you must provide proper notice to both the ACHA Section 8 Department and the owner. When relocating with Section 8 assistance, you should contact your Section 8 Housing Specialist to obtain the necessary forms.

The Lease Agreement, subject to ACHA approval, will automatically continue with the change to the Rent, unless it is properly terminated.

**Owner Name (printed):** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_

**Tenant signature:** \_\_\_\_\_

CC: Allegheny County Housing Authority

ALLEGHENY  
COUNTY  
HOUSING  
AUTHORITY



YOU'LL BE GLAD TO CALL IT HOME.

301 Chartiers Ave.  
McKees Rocks, PA 15136

Phone (412) 355-8940

FAX (412) 355-8954

TDD Occupancy  
(412) 402-2671

www.achsng.com

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Frank Aggazio

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Mark Foerster  
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Paul D'Alesandro

Derek Uber

Sydney Hayden

## AGREEMENT TO INCREASE RENT

Date: \_\_\_\_\_

Tenant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I hereby agree to the proposed rent increase of \$ \_\_\_\_\_.

I understand this rent increase may increase my portion of the contract rent under the Section 8 program and I will be paying more than 30% of my adjusted income for rent.

This change will take effect on \_\_\_\_\_.

SIGNATURE OF TENANT:

\_\_\_\_\_

DATE: \_\_\_\_\_

