



# Housing Authority of the City of Austin

1124 South IH 35, Austin, Texas 78704

(512) 477-1314 Fax (512) 494-0686

www.hacanet.org

## RENT CHANGE REQUEST FORM

**Required Tenant Information: (One form per tenant rent adjustment)**

Name:			
Address:			
City , State		Zip Code	
Current Rent	\$	NEW Proposed Rent	\$
No. of Bedrooms		No. of Bathrooms	

**Additional Information:**

- During the initial lease term, the owner must not change the rent.
- After the initial occupancy period, subsequent requests for rent adjustments must be consistent with and in accordance with the lease between the owner and the family. The owner and family must first negotiate the rent for a unit.
- **All rent increase requests are subject to a rent reasonableness analysis.** Rent increases will not be approved unless any failed items identified by the most recent HQS inspection have been corrected.
- HACA will determine whether the requested increase is reasonable within **10** business days of a "Passed" HQS inspection, or if no inspection is due, within **14** business days of receipt of the request. The owner will be notified of the determination by EMAIL or in writing.
  - After the initial occupancy period, rent requests received 60 to 180 days before the Annual effective date are effective with the upcoming Annual Reexamination.
  - Rent requests received less than 60 days before the Annual effective date and after are effective 60 days after the request date and then the 1<sup>st</sup> of the following month
- For Additional information regarding HACA's Housing Quality Standards Policies, Chapter 8 ([www.Hacanet.org/HQS](http://www.Hacanet.org/HQS))
- Attach supporting unassisted units with market rates /comparables documentation to this form to assist in the rent reasonableness analysis. This is optional but recommended.

Print or Type Name of **Owner/Owner Representative**

Signature

Business Address

Telephone Number

Date (mm/dd/yyyy)

**Owner/Owner Representative EMAIL**