



JONESBORO HOUSING AUTHORITY  
Helping today for a better tomorrow



## RENTAL INCREASE INFORMATIONAL NOTICE FOR SECTION 8 LANDLORDS

The Jonesboro Housing Authority (JHA) policies regarding Rent Increases are as follows:

- The PHA must make a rent reasonableness determination at initial occupancy and whenever the owner requests a rent adjustment.
- The owner and family first negotiate the rent for a unit. The owner must not change the rent during the initial lease term. After the initial occupancy period, the owner may request a rent adjustment in accordance with the owner's lease.
- Subsequent requests for rent adjustments must be consistent with the lease between the owner and the family.
- Rent increases will not be approved unless any failed items identified by the most recent HQS inspection have been corrected.
- For rent increase requests after initial lease-up, JHA may request owners to provide information about the rents charged for other units on the premises, if the premises include more than 4 units. In evaluating the proposed rents in comparison to other units on the premises JHA will consider unit size and length of tenancy in the other units.
- HUD requires the PHA to make a determination of rent reasonableness (even if the owner has not requested a change) if there is a 5 percent decrease in the Fair Market Rent that goes into effect at least 60 days before the contract anniversary date. HUD also may direct the PHA to make a determination at any other time. The PHA may decide that a new determination of rent reasonableness is needed at any time.
- JHA will determine whether the requested increase is reasonable after receiving the request from the owner. The owner will be notified of the determination in writing.
- **All rents adjustments will be effective the first of the month following sixty (60) days after JHA's receipt of the owner's request.**
- **Rent increases cannot be submitted earlier than ninety (90) days of the Annual Renewal Date**

To begin the rent increase process, you must provide the following documents:

1. A copy of a ninety (90) – day advance written Notice of Intent to Increase the Rent, served to your tenant which contains the following information:
  - a. The notice addressed to the tenant/head of household
  - b. The complete property address, including apartment number if applicable
  - c. The effective date of increase
  - d. The proposed rent amount
  - e. The signature of the owner, agent and tenant
  - f. The current date
2. A completed JHA Rent Increase Request Form. All submitted forms must be legible. **Failure to complete the form in its entirety will result in the request being denied.**
3. Signed Rent Increase Acknowledgment Form. This form **must** be attached to the JHA Rent Increase Request Form.

**Please be advised that if a rent increase is approved based on the rent reasonableness determination, the Tenant may be responsible for paying the increase in rent.**



**Rent Increase Request Form**  
**Housing Choice Voucher (HCV) Program**  
**Jonesboro Housing Authority**

|                                  |
|----------------------------------|
| <b>JHA USE ONLY</b>              |
| Date Received: _____             |
| Date Approval/Denial Sent: _____ |

**ALL FIELDS MUST BE COMPLETED. REQUEST MUST BE SUMITTED BY THE DEADLINE GIVEN. ANY INCOMPLETE FORMS MAY BE DELAYED OR REJECTED**

**OWNER AND TENANT INFORMATION**

Landlord Name \_\_\_\_\_ Landlord Vendor No \_\_\_\_\_  
Landlord Email \_\_\_\_\_ Landlord Phone No. \_\_\_\_\_  
Property Name \_\_\_\_\_ Date of Request: \_\_\_\_\_

Tenant Name \_\_\_\_\_ Tenant SSN (Last 4) \_\_\_\_\_ Tenant Phone \_\_\_\_\_

**PROPERTY INFORMATION**

Unit Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Sq. Feet \_\_\_\_\_ Year Built \_\_\_\_\_ # of Bedrooms \_\_\_\_\_ # of Bathrooms \_\_\_\_\_ Total# of Unit in Building/Complex \_\_\_\_\_

Type of Residence (select one):  Detached (<5 units: house, townhouse/villa, duplex)  Multi-Family (5+ units: high-rise, low-rise)

**RENT INCREASE REQUEST**

**Current Contract Rent** \_\_\_\_\_ **Contract Rent Request** \_\_\_\_\_

**JHA RENT DETERMINATION**

Pursuant to Section B, 6 of the HAP Contract, the Jonesboro Housing Authority (JHA), has reviewed your rent increase request to determine if the request rent is reasonable and that it does not exceed other comparable market rate rents. The following details JHA's acceptance decision.

- Yes** Your rent increase request is reasonable with other market rate rents and will be effective on the renewal date \_\_\_\_\_ of your HAP contract

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- ADJUSTED** Your rent increase request has been determined not to be reasonable with other market rate rent at this time, but has been Adjusted to a rate that is reasonable. The adjusted rent amount is \$ \_\_\_\_\_, effective on the renewal date \_\_\_\_\_ of your HAP contract

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- NO** Your rent increase request has been determined not to be reasonable with other market rate rents at this time. Please resubmit Your request 60 days before your next annual HAP contract renewal.

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- NO** Your rent increase request was received late and the comparable analysis will not be conducted at this time. Please resubmit Your request 60 days before your next annual HAP contract renewal.

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- Your rent increase request cannot be processed at this time because you have failed to submit the Landlord and Tenant Acknowledgement of Rent Increase signature page.

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JHA SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



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## **RENT INCREASE REQUEST ACKNOWLEDGEMENT FORM**

**\*\* Please attach this form to the Rent Increase Request Form\*\***

### **Acknowledgment & Signature:**

I have reviewed this form and agree to the proposed rent amount. **I understand this request may result in an increase in my portion of the rent.**

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Participant Signature

Date

I hereby certify that the information on the form is complete and accurate to the best of my knowledge.

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Owner Signature

Date

Jonesboro Housing Authority  
Housing Choice Voucher Program  
P.O. Box 458  
Jonesboro, Georgia 30237  
Phone: 770-478-7282 \* Fax: 770-478-2528

