

RENT INCREASE FAQs

Housing Choice Voucher Program

INCREASING RENT

Q: How often can rent be increased?

A: After the initial lease term has ended, rent can be increased once every 12 months. No rent increases will be approved during the initial lease term.

Q: Are there rules regarding the effective date of a rent increase?

A: Yes. All rent increases must take place on the first of the month and must be submitted to the South Bend Housing Authority at least 60-days prior to the desired effective date. SBHA will adjust non-compliant dates to the nearest compliant date.

Q: Is there a dollar or percentage limit to how much a rent can be increased?

A: No. However, all rents are tested using a HUD approved third party service against similar rented/leased units in the area. If requested rent is above the average rent, the rental increase will be denied and a counteroffer will be made for the average rent found. Otherwise, the increase will be approved. The tenant has the option to accept or refuse the increased rent amount and may exercise their right to move as a result.

GENERAL INFORMATION

Q. Who do I submit my paperwork to?

A. If you are solely requesting a rent increase, complete page 2 and submit this entire document to the email landlords@sbhaonline.com. If your request includes a change of utility responsibility, complete the Change of Utility Responsibility Form (in addition to the Rent Increase Request Form). Documents may also be submitted via mail to the South Bend Housing Authority.



Tel: 574-235-9346
Web: www.hasbonline.com
501 Alonzo Watson Drive
South Bend, IN 46601

RENT INCREASE REQUEST FORM

Housing Choice Voucher Program

Owners/Managers: This form should be used when requesting a rent increase. When completed, it should be emailed to landlords@sbhaonline.com. You will be notified if your request is approved, or if additional information is needed to process the request.

- Requests for rent increases must be received by HASB at least 60-days prior to the effective date of the increase.
- Rent increases will go into effect on the first day of the month following the 60-day period after the owner/manager notifies HASB of the rent change, or on the date specified by the owner/manager, whichever is later.
- The Housing Assistance Payment (HAP) contract does not permit a change in rent during the initial lease term.
- A new lease is only required when the lease terms change, for example, if the utility responsibility changes.
- If a new lease is executed, a new Housing Assistance Payment (HAP) contract must also be executed.

Please return the following documents to request an increase in contract rent:

- This completed Rent Increase Request Form
- A Copy of Rent Increase notice to the Tenant

Tenant/Unit Information:

Tenant: _____ Tenant Voucher: _____

Street Address: _____ City & Zip: _____

Owner/Agent Information:

Owner/Agent Name: _____ Phone: _____

Email Address: _____

Is this a tax credit? Yes No

Have the utility responsibilities changed? Yes No

If yes, please attach the new signed lease. A new HAP contract will need to be completed.

Current Rent: _____ Requested Rent: _____ Proposed Effective Date _____

Acknowledgement and Signatures:

I CERTIFY THAT THE INFORMATION PROVIDED ON THIS FORM IS TRUE AND OCMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT THIS IS ONLY A REQUEST AND IS SUBJECT TO HASB APPROVAL. I UNDERSTAND THAT AN INCREASE IN RENT MAY RESULT IN AN INCREASE IN THE TENANT'S PORTION OF RENT.

Owner/Agent Signature: _____ Date: _____