

Tulsa Housing Authority
Rent Increase Request Instruction Form

After the first year, landlords/owners can request rent increases. The request is made by filling out the Rent Increase Request Form located on our website at www.tulsahousing.org or by contacting our Landlord Relation Specialist Stacy Crum at Stacy.Crum@TulsaHousing.org or 918-581-5771. Your request must be submitted along with the tenant's signature at least 60 days prior to the effective date. We will review your request to make sure that the rent is reasonable. If THA decides that the request is reasonable, we will process your request. If THA does not agree to the rent amount, your request will be denied. The landlord/owner may decide not to renew the tenants lease and the ask them to move at the end of their lease with reasonable notice.

To help us process your rent increase request in a timely manner, please follow the instructions below.

- 1) List the tenant name and full address.
- 2) List the owner name, full address, e-mail address, agent name (if applicable) and telephone number.
- 3) Indicate the number of bedrooms for the unit you are requesting the rent increase.
- 4) Indicate the unit type, (i.e. single family detached, low-rise/garden, semi-detached/duplex, high-rise w/elevator, row house/townhouse or manufactured home).
- 5) Indicate the amenities as listed on the form.
- 6) Indicate if there is a change in the utility responsibilities.
- 7) Complete the utility/appliance chart regarding what the utility type is and who provides the utility and who pays the utility as well as who provide the appliances.
- 8) Indicate the current rent and the requested rent amount.
- 9) Indicate the year built and the square footage.
- 10) List the effective date of the rent increase.
- 11) Give an explanation as to why you are requesting the rent increase.
- 12) Indicate if you would like a new lease agreement or an amendment to the lease. Please understand that if you would like a new lease agreement, the tenant's income may need to be re-verified and HAP Contracts will need to be signed. This process could take 6-8 weeks.
- 13) Complete the Acknowledgement and Signature by both the landlord/owner and tenant.
- 14) Fax attention to Stacy Crum at 918-582-0281 or email to Stacy.Crum@TulsaHousing.org.

THA will not approve a rent increase where the requested effective date is during the initial term of the lease or HAP Contract. If the landlord/owner offers the tenant a new lease and the tenant accepts, the landlord/owner must forward a signed copy to THA.

THA must receive the Rent Increase Request Form at least 60 days in advance of the requested effective date.

Tulsa Housing Authority Rent Increase Request Form

Submit this completed form and supporting documents explaining the reason(s) for the request either by e-mail to stacy.crum@tulсахousing.org or fax attention to: Stacy Crum at 918-582-0281.

Tenant Name: _____

Tenant Address: _____ Apt#: _____ City _____ State _____ Zip Code _____

Owner or Company Name: _____ Telephone #: _____

Mailing Address: _____ City _____ State _____ Zip Code _____

E-mail Address: _____

Agent Name (if applicable): _____ Telephone#: _____

Property Description and Rent Information:

Bedroom Size: _____ # of Bedrooms

Unit Type: _____ Single Family Detached _____ Low-Rise/Garden _____ Semi-Detached/Duplex

_____ High-Rise w/Elevator _____ Row House/Townhouse _____ Manufactured Home

Amenities: _____ Dishwasher _____ Washer/Dryer Hook-Ups _____ Drapes/Mini Blinds

_____ Garbage Disposal

Utility Information (check the appropriate boxes):

Does the information below indicate a change in the utility responsibilities? _____ Yes _____ No

Item	Fuel Type						Provided By "O" Owner "T" Tenant	Paid By "O" Owner "T" Tenant
	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Bottle Gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Electric	<input type="checkbox"/> Coal or Other			
Heating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Cooking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Water Heating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Other Electric								
Water								
Sewer								
Trash Collection								
Air Conditioning								
Refrigerator								
Range								
Other (specify)								

_____ Current Rent _____ Requested Rent _____ Year Built _____ Square Footage _____ Effective Date of Rent Increase

Reason for the Rent Increase: _____

Please indicate what form of contract you would like to us to use when processing your request:

_____ New Lease Agreement / New HAP Contracts _____ Amendment to the Existing Lease

Acknowledgement and Signature:

I have reviewed this form and agree (1) to the new proposed rent and (2) that the utility information above correctly describes who is responsible for paying each utility and providing the appliances, including the air conditioning. I understand that this request may result in an increase in my portion of the rent and must be signed by the tenant and approved by THA before it will be processed.

Tenant Signature

Date

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

Landlord / Owner Signature

Date