

## Tulsa Housing Authority

### Rent Increase / New Lease Request Form

Submit this completed form and supporting documents explaining the reason(s) for the request either by e-mail to [RentIncreaseRequest@tulsahousing.org](mailto:RentIncreaseRequest@tulsahousing.org) or fax attention to: Tara Smith at 929-202-7707.

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"/>	<input type="checkbox"/>		
Cooking	<input type="checkbox"/>	<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"/>	<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/ \_\_\_\_\_  
 New Lease

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/ No new 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 is processed.

**Overall Quality Rating – Please Check one.**

\_\_\_\_\_ Unit is newly constructed or completely renovated. \_\_\_\_\_ Unit is well maintained and/ or partially renovated.

\_\_\_\_\_ Unit is adequate, but some repairs may be needed soon. Some minor maintenance may be needed. No renovations since construction. (Meets HQS standards.)

I certify the quality of the unit above and understand that this may be used to determine rent reasonableness. Upon inspection, if found to be different from what was stated, THA may contact you to renegotiate the rent.

\_\_\_\_\_  
 Landlord / Owner Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Tenant Signature

\_\_\_\_\_  
 Date

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

**Tulsa Housing Authority**  
Rent Increase / New Lease 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](http://www.tulsahousing.org). 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's name and full address.
- 2) List the owner's 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 for the utility as well as who provides 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 a 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 Attn: Tara Smith at 929-202-7707 or email **RentIncreaseRequest@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.