

DuPage Housing Authority 711 E Roosevelt Rd, Wheaton, IL 60187 811 W John St., Yorkville, IL 60560 PH: 630.690.3555 FAX: 630.690.0702 www.dupagehousing.org

Kendall Housing Authority PH: 630.593.8218 FAX: 331.207.8923 www.kendallhousing.org



INSTRUCTIONS & CONTRACT RENT INCREASE REQUEST PACKET

Dear Landlord,

To be considered, any Contract Rent Increase request must be accurate and complete. This "Contract Rent Increase Request Packet" is in two (2) parts:

PART 1

KEEP FOR OWNER/LANDLORD RECORDS:

- 1. Instructions for completing Contract Rent Increase Request Packet, including:
 - Instructions for required documents that must be completed and returned to DuPage Housing Authority
 - General program information

PART 2 PLEASE RETURN TO THE HOUSING AUTHORITY:

- 1. Unit Characteristics 2 pages ^
- 2. Contract Rent Increase Request ^(Optional Template)



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PART 1 INSTRUCTIONS

Unit Characteristics ^

This is a required Program form to assist with determining contract rent for the unit. It must be completed in its ENTIRETY, signed & dated by the property owner or their agent.

Contract Rent Increase Request ^

This is a Required Housing Authority document. The request should be in the form of a statement requesting the increase and/or the increase amount. It must be signed and dated by the property owner or their agent and also signed and dated by the tenant to confirm they are aware of the increase request. In most cases the approved increase amount is paid by the tenant. **(Optional Template is included in packet.)**

***NOTE:** All contract rent increase requests **MUST** be submitted at least 60 days **<u>before</u>** the end of the lease term. No approved requests will be processed with a retroactive effective date. All approved rent increase requests received less than 60 days from the end of the lease term will become effective the 1st day of the month at least 60 days from the date the request was received – **NO EXCEPTIONS!**

Document is available on the Owner Housing/Rent Café



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PART 2

CONTRACT RENT INCREASE REQUEST PACKET

COMPLETE BOTH DOCUMENTS AS INSTRUCTED AND **RETURN TO THE HOUSING AUTHORITY.**

*PLEASE INCLUDE THIS COVER SHEET WITH DOCUMENTS.

CHECKLIST OF MANDATORY DOCUMENTS:

NOTE: All items listed are REQUIRED for processing!

Unit Characteristics Form – Required to be completed by Landlord.

Contract Rent Increase Request Letter – Completed and signed by both Landlord AND Tenant. (Optional Template included in packet.)

*Please send completed packet to RFTA@dupagehousing.org

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UNIT CHARACTERISTICS

This form is to be used for a **new move-in RFTA** (Request for Tenancy Approval **AND** for a **Request for Rent Increase** Packet. Please complete all boxes under "Characteristics" that apply.

Please circle Yes or No, or enter pertinent information. Please be advised, in the event the proposed rent has to be negotiated based on tenant affordability or rent reasonableness, the landlord /owner will have 1 business day to reach a decision once notified.

Category	Description	Characteristics
Size and Type	Actual # Bedrooms # Bathrooms # Half-Bathrooms Living Area Sq. Ft. Property Type: e.g. Apt., House, Townhouse, Condo, Duplex, etc.	
Age, Condition and Quality	Year Built Property Condition: Fair or Good Building Quality: e.g. Fair, Good, etc.	
Utilities	Lights & Gen Electric Included in Rent Heating Fuel Type: gas, electric, bottle gas, oil or coal Is Heating Included in Rent	Yes / No Yes / No
	Hot Water Fuel Type: gas, electric, bottle gas, oil, or coal Is Hot Water Included in Rent Cooking Fuel Type: gas, electric, bottle gas, oil, or	Yes / No
	coal Cooking Fuel Included in Rent Sewer Type: public sewer or septic tank	Yes / No
	Sewer Included in Rent Water Type: city or well Water Included in Rent	Yes / No Yes / No
	Cooling Type: central, window unit or none Cooling Included Rent	Yes / No
	Heating Style: e.g. central, furnace, baseboard, boiler, radiator or window unit	
Maintenance	Trash Removal Included in Rent Lawn Care Included in Rent Pest Control Included in Rent	Yes / No Yes / No Yes / No

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Category	Description	Characteristics
	Laundry Type: e.g. Washer and Dryer, Dryer only	
	Laundry Type: e.g. Washer and Dryer, Dryer only,	
	Washer only, Laundry Rm., Hook-ups only, etc.	No. / No.
	Dishwasher	Yes / No
	Stove	Yes / No
Amenities &	Refrigerator	Yes / No
Housing Services	Garbage Disposal	Yes / No
	Security System	Yes / No
	Age Restricted	Yes / No
	Parking Type: e.g. 1/2/3 car garage, 1/2/3 assigned	
	space, street parking, etc.	
	Lift / Elevator	Yes / No
Other Amenities	Microwaye	Yes / No
	Fireplace	Yes / No
	Swimming Pool	Yes / No
	Ceiling Fan	Yes / No
	Fenced Yard	Yes / No
	Gated Community	Yes / No
	Cable /Satellite Included	Yes / No
	Additional comments:	

Property Address

Landlord Name (PRINT) __

Landlord Signature

Date Signed _____

Complete and return this document with your RFTA submission <u>or</u> Rent Increase Request!



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RENT INCREASE REQUEST FORM

Landlord name:	Client name:	
Landlord Address:	Unit Address:	
Landlord email:	Client Email:	
Landlord phone#:	Client phone#:	

The policy regarding rent increase is as follows:

- The owner cannot change the rent during the initial lease term (first year). After the initial lease term, the owner may request a rent increase in accordance with the owners' lease.
- Payment standards are subject to change at any time and any amount requested over the payment standard will increase the participant's rent portion regardless of any future income changes.
- All rent increase requests are subject to a rent reasonableness analysis and may be denied.
- The Housing Authority may request owners to provide information concerning the rents charged for other units on the premises if the premises include more than four units.
- All rent increases will be effective the first of the month sixty (60) days after the Housing Authority's receipt of the owner's request or on the date specified by the owner, or date current lease expires, whichever is later.
- Rent Approval or Denial letter will be sent from the Housing Authority at least 30 days prior to effective date.

Date of Request:	
Current Rent Amount:	
Proposed Rent:	
Effective Date:	

For DHA/KHA Office Use Only		
	New	
Tenant		
НАР		
Total rent		
Eff. date		

By signing this document, I agree to the proposed rent amount. I have read and understand the policy as it is written above. I understand that this is only a request and is subject to Housing Authority approval.

*** ATTENTION CLIENTS AND LANDLORDS: Please understand that the increased rent amount may increase the amount that the program participant pays and not the amount of the subsidy payment. Also, failure to submit ALL required and properly filled out documents within required 60-day time frame will result in delay of rent increase and will also result in adjustment of new effective lease terms. Please be aware that original lease dates may be adjusted depending on when paperwork for rent increase request was received.

*** <u>IMPORTANT</u>: If this request is signed by both parties and increase is approved by the Housing Authority, a SIGNED lease and contract will be REQUIRED.

Landlord's Signature