

***REQUIRED documents when requesting a Contract Rent Increase***

- A letter stating your intent to increase the rent which includes the following information: tenants name, address, the date the increase will become effective, and the amount of the proposed increase.
- The following forms (which have been included) are *required* for the review and processing of any Contract Rent Increase request:
  - Section 8 Rent Reasonable Form
  - Owner/Agent Utility & Contract Rent Certification form (which have both been included)
- If you own or manage more than 5 units a rent roll without names is also required.
- An inspection of the unit will be *required* for the following reasons: A history of failed inspections, tenant expresses concerns that the unit has failed to be maintained, or the request for increase is 7% or greater.
- All *required* documents must be submitted together and no less than 90 days prior to effective date of the request.

## Owner/Agent Utility & Contract Rent Certification

Please complete this form in full, sign, date, and return to the office of Quincy Housing.  
Failure to do so may result in the delay or termination of Housing Assistance Payments.

Effective Date: \_\_\_\_\_

Required Information

Landlord/Property Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Tenant Address: \_\_\_\_\_

<b># of Bedrooms:</b>	<b># of Full Baths:</b>	<b># of Half Baths:</b>
<b>Square Footage:</b>	<b>Year Built:</b>	

<u>For Office Use Only</u>	
<b>LDI:</b> <b>Last CRI:</b>	<b>County:</b> <b>Census Tract:</b>

**Property Type:** (circle one) Apartment, Duplex/Two Family, High Rise (5 or more stories), Low Rise (3 or 4 stories), House, Mobile Home, Row House, Townhouse/Villa, Triplex, or 4-Plex

Current Contract Rent for unit: \$ \_\_\_\_\_

<b>Utility Type</b> Gas, Electric, Propane, or Oil (Select one)	
Heat _____	Paid By _____
Cooking _____	Paid By _____
Hot Water _____	Paid By _____
Other Electricity _____	Paid By _____
Water Well or City _____	Paid By _____
Sewer _____	Paid By _____
<b>Cooling System</b> (Circle One)	
Central, None, Other, Swap Cooler, Unknown, Window or Wall	
<b>Heat System</b> (Circle One)	
Baseboard, Boiler, Central, Furnace, Heat Pump, None, Other, Radiator, Space Heater, Unknown, Window/Wall	

<b>Amenities Included w/ Unit</b> (Check all that apply)		
<b>Indoor</b>	<b>Kitchen</b>	<b>Outdoor</b>
<input type="checkbox"/> Cable Included	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Balcony
<input type="checkbox"/> Ceiling Fans	<input type="checkbox"/> Garbage Disposal	<input type="checkbox"/> Pool
<input type="checkbox"/> Dryer	<input type="checkbox"/> Microwave	<b>Maintenance</b>
<input type="checkbox"/> Washer	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Lawn
<input type="checkbox"/> W/D Hookups	<input type="checkbox"/> Stove	<input type="checkbox"/> Pest Control
<input type="checkbox"/> Onsite Laundry		<input type="checkbox"/> Trash
<b>Other</b>		
<input type="checkbox"/> Gated Community		
<b>Parking</b> (Circle any that apply)		
1 car garage, 2 car garage, 3 car garage, 1 covered space, 2 covered spaces, none, unknown		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

