



700 N. Berry Road, Norman, OK 73069
Phone 405-329-0933 Fax 405-329-2542

"Affordable Housing...with Vision"

Dear Owner/Manager:

You have contacted the office, requesting a rent increase form. Complete the form below, attach a copy of the current lease that is set to expire, or has already expired, and return it to the Norman Housing Authority office no later than the **22nd** of the month. If received after the 22nd, it will be processed the following month of the request. You will be contacted if approved or denied. **If no lease is received with request, it will be automatically denied and a new request will have to be submitted with the proper attachments.**

Owner Request for Rent Adjustment

Owner Name: _____

Unit Address: _____

Tenant Name: _____

Current Contract Rent: _____

Date the Current Lease Ends or is Set to Expire: _____

I/We hereby officially request an adjustment of the Contract Rent on the above named dwelling unit to \$ _____ per month due to the following reasons:

Any rent adjustments will become **effective 60 days** from the date of the request. Adjustments are subject to Norman Housing Authority approval. If approved, landlord and tenant will receive notification via new rent letter 30 days in advance of the change.

If you have questions call 329-0933.

Owner Signature: _____ Date: _____

NHA Representative: _____ Date: _____

FOR NHA OFFICE USE ONLY: Approved \$ _____ Denied Partial \$ _____ New Rent Amount \$ _____

Effective Date _____