



Dear Owner/Manager:

You are preparing to us this **rent increase form**. Please follow these instructions:

1. Complete the form below, only leaving the “NHA USE ONLY” area blank
2. Attach a copy of the current or expired lease/lease addendum (typically front page will do). We need the start and end date, tenant name, address, current rent amount.
3. **If the above 2 steps are not done properly (CLEAR AND CONCISE WITH NO MARKUPS), it will be automatically denied and a new request will need to be submitted.**

Owner/Manager Request for Rent Adjustment

Owner Name: _____

Unit Address: _____

Tenant Name: _____

Current Contract Rent Amount: _____

Date the Current Lease Ends/Expires: _____

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:

Rent adjustments will become **effective 60 days** from the date of the receipt. 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. **Questions? Call 329-0933.**

Owner/Manager Signature: _____ Date: _____

NHA USE ONLY:

Approved: \$ _____ Partial: \$ _____

Denied – Reason: _____

New Rent Amount: \$ _____ Effective Date: _____

NHA Representative: _____ Date: _____