



REQUEST FOR RENT CHANGE

PLEASE NOTE: This form must be returned to our office sixty (60) DAYS prior to the Annual Recertification date and effective date of rent increase. It is the Landlord's responsibility to notify the tenant of the rent increase/decrease changes.

From: _____
Name

Address

Phone Number

RE: _____
Tenant Name

Unit Address

You are hereby notified that the requested rent for the lease renewal term of the above named unit will be increased/ decreased from \$ _____ to \$ _____, effective _____.

The reasons for the requested change are those checked and described below:

- _____ Property taxes increased/decreased approximately \$ _____
- _____ Insurance costs increased/decreased approximately \$ _____
- _____ The rates for the following utilities, which are included in the rent, have Increased/Decrease:
 _____ Electricity _____ Water _____ Sewer _____ Garbage
- _____ Increase/Decrease in the market rents.
- _____ The following maintenance items and/or improvements were made: _____
- _____ Other increase/decrease costs and expenses: _____

I/We wish to make the following changes to our initial Lease (example: charges for late rent)

1. _____
2. _____
3. _____

I certify that as of this date the tenant has no outstanding rent or charges due for the above dwelling unit.

Landlord/Manager Signature

Date

REV 5/13

1915 W. 4th Place ♦ Kennewick, WA 99336 ♦ (509) 586-8576 ♦ Fax (509) 582-7544 ♦ TTY (509) 586-4460

The Housing Authority of the City of Kennewick (KHA) does not discriminate on the basis of race, color, religion, national origin, age, sex, disability or familial status in admission or access to its programs. If you need to request a Reasonable Accommodation, contact the KHA Section 504 Coordinator at (509) 586-8576.

