

REQUEST FOR RENT CHANGE

PLEASE NOTE: This form must be returned to our office sixty 60 DAYS prior to the effective date of the request for contract rent change. It is the Landlord's responsibility to notify the tenant of the rent increase/decrease request.

From: _____

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/decreased:
_____ 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 Signature

Date