

PENNS GROVE HOUSING AUTHORITY REQUEST FOR RENT INCREASE

Owners in the Housing Choice Voucher (HCV) program may request a rent increase after the initial year lease term and once every two years thereafter. The request must be submitted to PHA 90-120 days prior to the effective date of the tenant's regular recertification. **In order to be approved, this form must be completed in its entirety. The owner must be in compliance with all PHA certification requirements.**

Upon receipt of your completed request form PHA will process your request to determine if the requested rent is reasonable in comparison with comparable units in the private market. If your request is approved the rent increase will be effective in on the tenant's regular recertification date. **If your rent is not reasonable in comparison with comparable units in the private market PHA will decrease your rent.**

The completed form should be mailed or delivered to: Penns Grove Housing Authority, Housing Choice Voucher Program, 40 S. Broad Street, Penns Grove, NJ, 08069. If you have any questions please call at 856-299-0101 x12 or x15.

TO BE COMPLETED BY PROPERTY OWNER OR AGENT:

1. Tenant Name

Rental Unit Address			Unit #
City		State	Zip Code
Voucher Size		Recert Effective Date	

2. Owner's Name

Please complete the following chart to indicate the type of utilities in the unit and payment responsibility. Indicate "O" if items are paid for by the owner and "T" if items are paid for by the tenant.

Item	Paid by	Specify Fuel Type				
Heating		Natural gas	Bottle gas	Oil	Electric	Coal or Other
Cooking		Natural gas	Bottle gas	Oil	Electric	Coal or Other
Water Heating		Natural gas	Bottle gas	Oil	Electric	Coal or Other
Other Electric		UTILITY INFORMATION MUST BE COMPLETED OR PHA WILL NOT PROCESS RENT INCREASE REQUEST				
Water						
Refrigerator						

3.	Has the payment responsibility for the utilities changed?	Yes	No
4.	Please indicate amenities included in the unit:		
	Central AC	Parking Carport	Private Balcony
	Window AC	Parking Garage	Private Patio
	Wall-to-wall Carpet	Parking Space	Private Yard
	Wood Floors	Fireplace	Ceiling Fan
	Elevator	Security System	Parking Security
	Rec room	Gym	Pool/Spa
	Other		

5. What is the **current** rent for the unit? \$

6. What is the **requested new** rent for the unit? \$

TO BE COMPLETED BY PROPERTY OWNER OR AGENT:

By executing this request, the landlord certifies that the unit is in decent, safe and sanitary condition and that he/she is in compliance with the terms and conditions of the lease.

Owner/Agent Signature

Date

FOR PGHA USE ONLY:

Rent Increased. Proposed Rent:

Note:

Rent Decreased. PHA has determined that the current contract rent is not reasonable in comparison to the rent for comparable private market units. New Contract Rent:

Request Denied

Reason:

The HQS Inspection of the unit has been approved	Yes	No
Owner has a valid C.O. on file with PGHA	Yes	No
Owner is current on all taxes for the subject property	Yes	No

Signature – Housing Choice Voucher, (Section 8) Coordinator

Date

Signature Executive Director

Date