



Rent increase requests are normally reviewed in conjunction with the annual inspection as the condition and appearance of the property affects the rent evaluation. If you wish to request a rent increase or change any other terms of tenancy, serve the tenant with notice using a copy of the enclosed form and return the form with the completed and signed worksheet to our office. To provide comparative rental market data to support your request, fill out Section 2 (optional). The Housing Authority will notify the tenant of any change in rent as it affects them. You may provide this information via mail, fax or email (scan and attach) to the above address, fax number or email at processingteam@hacsb.com. Incomplete requests will not be processed and will be returned to you for completion.

LANDLORD RENT INCREASE WORKSHEET

1. Required information: Subject Unit address: _____
Type unit; Apartment ___ Single Fam Res ___ Number of bedrooms; _____ (must fill in)
Utilities & appliances provided as part of the rent; _____ Owner/Manager Name _____
Mailing Address; _____
Telephone Number(s) _____ Email _____

Rent comparables are used to ensure that approved rents for subsidized units are reasonable in comparison to the rents for unassisted units in the same area. To determine the approved rent, our inspectors will consider factors such as the size of the unit (square feet), the unit type, quality, amenities, age, maintenance, and utilities.

2. Optional information: Provide three verifiable comparables for non-assisted units in your complex or in your neighborhood that favorably compare to your unit (Providing this information is optional, but may help you to receive your asking rent).

Table with 4 columns: UNIT 1, UNIT 2, UNIT 3, and a row for 'Do you own or manage this unit?' with checkboxes for Yes/No.

AMENITIES (Yes or No):

Table with 4 columns: Amenities (Air Conditioning, Garage, Laundry Facility, Pool, Playground, Other, Other) and 3 columns for UNIT 1, UNIT 2, and UNIT 3, each with Yes/No checkboxes.

3. Required information: Attach a copy of completed "Notice to Tenant".

4. Required information: As the legal owner or authorized agent for the above listed property, I hereby request an increase in the rental amount as follows;

Current monthly rent amount; \$ _____ New requested monthly rent amount; \$ _____

I hereby certify the information I have entered above is true and accurate to the best of my knowledge.

Print name _____ Signature _____ Date _____





To: **Tenant Name:** _____
Address: _____

AND TO ALL OTHERS IN POSSESSION OF THE PREMISES COMMONLY KNOWN AND DESIGNATED BY NUMBER AND STREET; _____, IN THE CITY OF _____, COUNTY OF SAN BERNARDINO AND STATE OF CALIFORNIA.

YOU ARE HEREBY NOTIFIED, IN ACCORDANCE WITH CIVIL CODE SECTION 827, THAT 60 DAYS AFTER SERVICE UPON YOU OF THIS NOTICE, OR A DATE TO BE DETERMINED BY THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO, WHICHEVER IS LATER, YOUR TENANCY OF THE ABOVE DESIGNATED PREMISES WILL BE CHANGED AS FOLLOWS:

Rent Increase;
THE MONTHLY RENT WHICH IS PAYABLE IN ADVANCE ON OR BEFORE THE 1ST DAY OF EACH MONTH WILL BE THE SUM OF \$ _____ INSTEAD OF \$ _____ THE CURRENT MONTHLY RENT.

Other Change(s);

CC: HACSB San Bernardino
672 S Waterman Ave
San Bernardino, CA 92408

HACSB Upland
1200 N Campus Ave,
Upland, CA 91786

HACSB Victorville
15465 Seneca Rd.
Victorville, CA 92392

EXCEPT WHEN HEREIN PROVIDED, ALL OTHER TERMS OF YOUR TENANCY SHALL REMAIN IN FULL FORCE AND EFFECT.

DATE: _____

(AGENT)

(OWNER)

