



Rent Increase Procedure

Rent increase requests must be submitted to the Aurora Housing Authority (AHA) **60 days prior** to the effective date of the increase. All approved rent increases will take effect on the 1st of the month (e.g. requests received on January 15 will be effective April 1).

1. The landlord must email the completed Rent Increase Request Form, Amenities List and proposed lease or lease addendum to Rentincrease@aurorahousing.org.
2. The AHA will conduct rent reasonableness to determine if the increase is in accordance with market rates.
3. If the increase is denied written notification will be mailed/emailed. If the increase is rent reasonable, written notification will be mailed/emailed requesting additional documentation based on the landlord entering into a new lease or continuing month to month.
4. The requested documents must be returned to the Housing Specialist who issued the notice within 10 working days in order for the increase to take effect on time. Failure to submit the requested documents will result in your request being cancelled.

Assisted Housing Contacts can be found at the following link:

<https://www.aurorahousing.org/housing/hcv-housing-choice-vouchers-program-section-8/assisted-housing-contacts/>



The
Housing Authority
of the City of Aurora

Rent Increase Form

Landlord Name: _____ Landlord Telephone #: _____

Landlord Email Address: _____ Date: _____

Rent increase requests must be submitted **60 days prior** to the effective date of the increase.

Complete the information below and provide the AHA a proposed lease or lease addendum based on if the landlord will be entering into a new lease with the tenant or continue month to month.

Tenant Information:

Tenant Name: _____

Tenant Address: _____

Contract Rent:

Current Contract Rent: \$ _____

Requested Contract Rent: \$ _____

☐ Lease

OR

☐ Month to Month

Requested Term Begin Date:

(mm/dd/yyyy)

Requested Term End Date:

(mm/dd/yyyy)

Requested begin date will be the first of the month;
Requested end date will be the last day of the month.

The landlord must submit a proposed lease

Requested Effective Date:

(mm/dd/yyyy)
Effective date will be the first of the month.

**The landlord must submit a proposed
month to month lease addendum**

Example: Effective July 1, 2019, the contract rent for
the unit at _____ will be \$ _____.

Rent Reasonableness Worksheet

Unit Address: _____

Number of Bedrooms: _____ **Number of Bathrooms:** _____ **Square Feet:** _____ **Year Built:** _____

Unit Quality: (select one)

_____ Newly constructed or completely renovated
_____ Well maintained and/or partially renovated
_____ Adequate/some repairs may be needed soon

Building Type: (select one)

_____ House _____ Townhouse _____ Quadplex
_____ Apartment _____ Duplex _____ Mobile
_____ Condominium _____ Triplex _____ High Rise

Utilities Included with Rent:

_____ Electric _____ Water _____ High Speed Internet
_____ Gas _____ Sewer _____ Cable TV
_____ Heat _____ Trash

Utility Types and Appliances:

Stove Type: _____ Electric _____ Gas
Water Heater: _____ Electric _____ Gas
Heater: _____ Electric _____ Gas
Air Conditioner: _____ Window Mounted _____ Central _____ Swamp Cooler _____ None
Refrigerator: _____ Included _____ Not Included
Gated Community: _____ Yes _____ No
Pool: _____ Yes _____ No
Washer: _____ Included _____ Hook Up Only _____ No Hook Up
Dryer: _____ Included _____ Hook Up Only _____ No Hook Up

Amenities:

Parking: _____ Garage _____ Carport _____ On Street _____ Off Street

Other Features:

_____ Cable Ready _____ Back Porch _____ Front Porch
_____ Ceiling Fans _____ Balcony _____ Patio
_____ Dishwasher _____ Deck
_____ Garbage Disposal _____ Fenced Backyard
_____ Microwave _____ Fenced Front Yard
_____ Miniblinds

Accessibility:

_____ 32" Doors
_____ Flat Entry
_____ Ramped Entry

Yard Maintenance:

_____ Included
_____ Not Included

Pest Control:

_____ Yes
_____ No