



## Housing Authority

### RENT INCREASE FAQs

#### **INCREASING RENT**

**Q. How often can rent be increased?**

**A.** After the initial lease term has ended, rent can be increased once every 12 months. No rent increases will be approved during the initial lease term.

**Q. Are there rules regarding the effective date of a rent increase?**

**A.** Yes! All rent increases must take place on the first of the month and must be submitted to the Orange County Housing Authority at least 60-days prior to the desired effective date. OCHA will adjust non-compliant dates to the nearest compliant date.

**Q. Is there a dollar or percentage limit to how much a rent can be increased?**

**A.** No! However, all rents are tested using a HUD approved third party service against similar rented/leased units in the area. If requested rent is above the average rent, the rental increase will be denied, and a counteroffer will be made for the average rent found. Otherwise, the increase will be approved. The tenant has the option to accept or refuse the increased rent amount and may exercise their right to move as a result.

#### **GENERAL INFORMATION**

**Q. Who do I submit my paperwork to?**

**A.** If you are solely requesting a rent increase, complete page 2 and submit this entire document to [HCVPOwnerInquiries@orangecountync.gov](mailto:HCVPOwnerInquiries@orangecountync.gov). If your request includes a change of utility responsibility, complete the Change of Utility Responsibility Form (in addition to the Rent Increase Request Form). Documents may also be submitted via fax to (919) 644-3056 or via mail using the address found at the bottom of the page.

**Mailing Address**  
P.O. Box 8181  
Hillsborough, NC 27278

**Main Office**  
300 W. Tryon Street  
Hillsborough, NC 27278

**Satellite Office**  
2501 Homestead Road  
Chapel Hill, NC 27516





Housing Authority

RENT INCREASE REQUEST FORM

To request a rental increase for a tenant/unit, please submit this completed form and any supporting documents either by e-mail to HCVPOwnerInquiries@orangeocuntync.gov or via the mail to the address located at the bottom of this form.

Tenant/Unit Information:

Tenant Name: \_\_\_\_\_

Unit Address: \_\_\_\_\_
Street Address City State Zip

# Bedrooms: \_\_\_\_\_ # Baths: \_\_\_\_\_ Square Footage: \_\_\_\_\_ Year Built: \_\_\_\_\_

RENT INCLUDES THE FOLLOWING UTILITIES: [ ] ELECTRIC [ ] WATER [ ] SEWER [ ] GARBAGE
[ ] NATURAL GAS [ ] PROPANE/BOTTLED GAS

Current Rent: \_\_\_\_\_ Requested/Proposed Rent: \_\_\_\_\_

Effective Date: \_\_\_\_\_

The effective date must be at least 60 days after submitting this form to the OCHA and must be on the first of the month. Any non-compliant effective date will be moved to the nearest, compliant effective date available.

Owner Information:

Owner/Landlord Name: \_\_\_\_\_

Address: \_\_\_\_\_
Street Address City State Zip

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Acknowledgment and Signatures:

I certify that the information provided on this form is complete and accurate to the best of my knowledge and that the rent requested is not greater than the rent for any other unassisted unit in the building. As an owner, I understand this request must be submitted 60 days prior to the effective date. And the request may result in an increase in the tenant's portion of the rent and the tenant may exercise the right to move as a result. Conversely, as a tenant, I understand the request may not result in an increase of rent and the owner may exercise the right to issue the tenant a notice to vacate the unit in accordance to the terms and policies stated in the lease and Housing Assistance Payment (HAP) Contract.

Tenant Signature

Owner Signature

Date

Date

Mailing Address
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