

**ERIE METROPOLITAN HOUSING AUTHORITY
322 WARREN ST.
SANDUSKY, OH 44870
419-625-0262 PHONE / 419-625-0410 FAX**

REQUEST FOR RENT INCREASE

Date: _____
 From Landlord: _____

 To: Erie Metropolitan Housing Authority
322 Warren St., Sandusky, OH 44870
 Attn: ADMINISTRATION
 Tenant Name: _____
 Unit Address: _____
 City, State, Zip: _____

<u>For Internal Use Only</u>
Date/Time Received Stamp: _____
Given to Inspector: _____ Date Given to Inspector: _____ Given to Inspector By: _____
Given to Case Manager: _____ Date Given to Case Manager: _____ Given to Case Manager By: _____

I am hereby requesting a rent increase from \$ _____ to \$ _____ for the lease term for the above-named unit.

The reasons for the requested change are those checked and described below. During the past year:

- _____ 1. Property taxes increased approximately \$ _____
- _____ 2. Insurance costs increased approximately \$ _____
- _____ 3. The following maintenance items and/or improvements were made (documentation attached): _____

- _____ 4. The rates for the following utilities, which are included in the rent, have increased (documentation attached):
 _____ Heat _____ Water _____ Sewer _____ Garbage _____ Other
- _____ 5. Other increased costs are (documentation attached): _____

- _____ 6. Rent Comparability: The rent on other unsubsidized units I own (address: _____) have been raised to \$ _____ effective on _____. (Copy of executed lease provided for documentation purposes). ***The unit listed is not a subsidized unit through EMHA, any other HUD or subsidized government program. Complete the Comparable Units Submitted by Landlord for this other unit on pages 3-4.***

_____ Owner Signature _____ Date

Amenity Data Sheet for Rent Increase Request

(fill in the current amenities for this tenant's unit)

Address: _____

Tenant: _____

Owner: _____

Date: _____

1. Unit Type

Check one:	Dwelling type:	Definition:
<input type="checkbox"/>	Single Family	One family unit.
<input type="checkbox"/>	Duplex	Two units in one building with at least one unit being on one floor.
<input type="checkbox"/>	Townhouse	Two or more attached units with each unit having two or more floors.
<input type="checkbox"/>	Row House	A dwelling unit is a line of dwelling units attached at the side or rear by means of common walls. Unit is on one floor.
<input type="checkbox"/>	Manufactured Homes/ Mobile Homes	A house that is assembled in a factory.
<input type="checkbox"/>	Garden Walkup/ Apartment Multifamily	Building has 2-4 stories and unit is on one floor.
<input type="checkbox"/>	High Rise	Building with five or more stories and the unit is on one floor.

2. Unit Size and Age

<input type="checkbox"/> Large	<input type="checkbox"/> Medium	<input type="checkbox"/> Small	SQ. footage: _____	Number of Bedrooms: _____	Number of Bathrooms: _____
Age of Unit _____ 0-5 years _____ 6-20 years _____ 21-50 years _____ 50+ years					

3. Owner Provided Amenities

Check	Description	Check	Description	Check	Description	Check	Description
<input type="checkbox"/>	Basement/Attic	<input type="checkbox"/>	Business/Fitness Center	<input type="checkbox"/>	Cable/internet Ready	<input type="checkbox"/>	Carpeting
<input type="checkbox"/>	Ceiling fans	<input type="checkbox"/>	Central Air (if not required)	<input type="checkbox"/>	Ceramic Floor tile	<input type="checkbox"/>	Clubhouse
<input type="checkbox"/>	Covered/Off Street Parking	<input type="checkbox"/>	Deck/ Balcony/ Patio/ Porch	<input type="checkbox"/>	Dishwasher	<input type="checkbox"/>	Elevator
		<input type="checkbox"/>	Energy Efficient Certified Unit	<input type="checkbox"/>	Fenced	<input type="checkbox"/>	Garage
<input type="checkbox"/>	Garbage Disposal	<input type="checkbox"/>	Handicap Accessible	<input type="checkbox"/>	Hardwood Floors	<input type="checkbox"/>	Laundry Facilities
<input type="checkbox"/>	Modern Appliances	<input type="checkbox"/>	Playground/Courts	<input type="checkbox"/>	Pool	<input type="checkbox"/>	Range
<input type="checkbox"/>	Refrigerator	<input type="checkbox"/>	Security System	<input type="checkbox"/>	Storage	<input type="checkbox"/>	Washer/Dryer Hookups
<input type="checkbox"/>	Window/Wall A/C Unit	<input type="checkbox"/>	Working Fireplace	<input type="checkbox"/>	Yard Sprinkler System		
<input type="checkbox"/>	Other	<input type="checkbox"/>	On-site Maintenance	<input type="checkbox"/>	Off-site Maintenance		

4. Owner Paid Utilities

Check	Item	Check	Item	Check	Item	Check	Item
<input type="checkbox"/>	Air Conditioning	<input type="checkbox"/>	Cooking	<input type="checkbox"/>	Heating	<input type="checkbox"/>	Other Electric
<input type="checkbox"/>	Sewer	<input type="checkbox"/>	Trash Collection	<input type="checkbox"/>	Water	<input type="checkbox"/>	Water Heating
<input type="checkbox"/>	None						

Rent Reasonableness Unit Data Sheet For Comparable Units Submitted by Landlords

(only complete form pages 3-4 if you are providing information from item 6. on page 1 for a separate unsubsidized unit)

PHA: Erie Metropolitan Housing Authority

Name of Landlord Providing Data: _____ Date Provided: _____

Telephone Number for Verification of Provided Data: _____

1. Unit Address and Unit Owner Data:

Street Address with Apartment Number as needed

City, State, Zip Code

Name of Owner/Agent

Phone Number (Day) (Evening)

2. Unit Type

Check	Dwelling type	Definition
<input type="checkbox"/>	Single Family	One family unit.
<input type="checkbox"/>	Duplex	Two units in one building with at least one unit being on one floor.
<input type="checkbox"/>	Townhouse	Two or more attached units with each unit having two or more floors.
<input type="checkbox"/>	Row House	A dwelling unit in a line of dwelling units attached at the side or rear by means of common walls. Unit is on one floor.
<input type="checkbox"/>	Manufactured Homes/Mobile Homes	A house that is assembled in a factory.
<input type="checkbox"/>	Garden/Walkup /Apartment Multifamily	Building has 2-4 stories and the unit is on one floor.
<input type="checkbox"/>	High Rise	Building with five or more stories and the unit is on one floor.

3. Unit Size

<input type="checkbox"/> Large	<input type="checkbox"/> Medium	<input type="checkbox"/> Small	SQ. Footage
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4. Number of Bedrooms	5. Number of Bathrooms
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6. Age of Comparable

<input type="checkbox"/> 0-5 Years	<input type="checkbox"/> 6-20 Years	<input type="checkbox"/> 21-50 Years	<input type="checkbox"/> 50+ Years
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7. Amenities

Owner Provided Amenities	
Check	Description
<input type="checkbox"/>	Dishwasher
<input type="checkbox"/>	Ceiling Fans
<input type="checkbox"/>	Central Air (if not a requirement)
<input type="checkbox"/>	Garbage Disposal
<input type="checkbox"/>	Covered Parking/Off Street Parking
<input type="checkbox"/>	Window Air
<input type="checkbox"/>	Washer/Dryer Hookups
<input type="checkbox"/>	Laundry Facilities
<input type="checkbox"/>	Working Fireplace
<input type="checkbox"/>	Carpeting
<input type="checkbox"/>	Refrigerator
<input type="checkbox"/>	Range
<input type="checkbox"/>	Cable/Internet Ready
<input type="checkbox"/>	Security System
<input type="checkbox"/>	Modern Appliances
<input type="checkbox"/>	Energy Efficient Certified Unit
<input type="checkbox"/>	Handicap Accessible
<input type="checkbox"/>	Basement/Attic
<input type="checkbox"/>	Business/Fitness Center
<input type="checkbox"/>	Deck/Balcony/Patio/Porch
<input type="checkbox"/>	Elevator
<input type="checkbox"/>	Garage
<input type="checkbox"/>	Playgrounds/Courts
<input type="checkbox"/>	Yard Sprinkler System

<input type="checkbox"/>	Pool
<input type="checkbox"/>	Fenced
<input type="checkbox"/>	Hardwood Floors
<input type="checkbox"/>	Clubhouse
<input type="checkbox"/>	Storage
<input type="checkbox"/>	Ceramic Tile Floor
<input type="checkbox"/>	Other

8. Owner Paid Utilities

Check	Item
<input type="checkbox"/>	Heating
<input type="checkbox"/>	Cooking
<input type="checkbox"/>	Other Electric
<input type="checkbox"/>	Air Conditioning
<input type="checkbox"/>	Water Heating
<input type="checkbox"/>	Water
<input type="checkbox"/>	Sewer
<input type="checkbox"/>	Trash Collection
<input type="checkbox"/>	None

9. Monthly Rent \$ _____

10. Maintenance

Check	Item
<input type="checkbox"/>	On-site Maintenance
<input type="checkbox"/>	Off-site