

## Request For Rental Change

**Effective June 1, 2022**, only one rental increase will be processed every 12 months. All requests must still be found reasonable through Opportunity Home San Antonio's Rent Reasonable Comparability process.

Participating landlords in the Housing Choice Voucher (HCV) program may request a rental change **after the initial year lease term**. In order to be approved, this form must be completed in its entirety with both the landlord and participant's signature. This form must be submitted to Opportunity Home **at least 60 days before any such changes go into effect**. Please note that **all changes in responsibility to pay utilities or provide appliances will result in a new lease and Housing Assistance Payment Contract**.

Opportunity Home will determine if the requested rent is reasonable by comparing your rent to those of equivalent units in the private market. **If the rent comparability study results in an amount lower than your current rent, Opportunity Home must decrease the rent amount in accordance with HUD regulations.**

Complete this form, then scan and **email to [requestrentalchange@homesa.org](mailto:requestrentalchange@homesa.org) or fax to (210) 477-6206.**

### To Be Completed By The Owner/Landlord

<b>1</b>	<b>Participant Name</b>		
	<b>Current Address</b>		<b>Unit Number</b>
	<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>2</b>	<b>Landlord/Payee Name</b>		
<b>3</b>	<b>Landlord/Payee Phone Number</b>		
<b>4</b>	<b>Landlord/Payee Phone Email</b>		
<b>5</b>	<b>Has there been a change in responsibility to pay utilities and/or provide appliances?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes</b> , a new Request for Tenancy Approval form must be submitted with the updated utility or appliance information. Please note that if there is a change, a new HAP Contract must be executed and a new lease provided to Opportunity Home. <b>If no</b> , continue to question 6.		
<b>6</b>	<b>What is the current rent for the unit?</b>	<b>\$</b>	<b>per month</b>
<b>7</b>	<b>What is the requested new rent for the unit?</b>	<b>\$</b>	<b>per month</b>
<b>8</b>	If approved, your rent change will be effective 60 days after the date of submission. <b>If you prefer to have the rent change effective date coincide with the lease renewal date, please specify lease renewal date:</b>		

**By executing this request, I certify that the unit is in decent, safe and sanitary condition and the participant is in compliance with the terms and conditions of the lease agreement. I understand that if the results of the rent comparable study indicate a lower rent amount, the rent must be decreased. Please note this request will be denied if the participant does not sign.**

\_\_\_\_\_  
Landlord / Owner Signature

\_\_\_\_\_  
Date

**Please note that if the above change(s) results in a rental increase, your rent portion may increase.**

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date