

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's and participant's signatures. 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 that 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 or fax to (210) 477-6206**.

To Be Completed By The Owner/Landlord

1	Participant Name		
	Current Address		Unit Number
	City	State	Zip Code
2	Landlord/Payee Name		
3	Landlord/Payee Phone Number		
4	Landlord/Payee Phone Email		
5	Has there been a change in responsibility to pay utilities and/or provide appliances? ☐ Yes ☐ No If yes , 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. If no , continue to question 6.		
6	Is your property a Tax Credit property? ☐ Yes ☐ No If yes , please attach a copy of the current rent chart and specify the tax credit percentage of the unit: %		
7	What is the current rent for the unit?	\$	per month
8	What is the requested new rent for the unit?	\$	per month
9	If approved, your rent change will take effect on the first of the month, following a 60-day period from the date of submission. If you prefer the rent change date to coincide with the lease renewal date, which must be at least 60 days after the date of submission, please specify the lease renewal date:		

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 that this request will be denied if the participant does not sign.

Landlord / Owner Signature

Date

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

Participant Signature

Date