

PBV RENT INCREASE PROCEDURES



The request for a rent increase is based on the anniversary date of the PBV Housing Assistance Payments (HAP) Contract.

The request is to be submitted 60 days prior to the anniversary date of the HAP contract by submitting a Rent Increase form to the Inspections Supervisor, Ruben Renteria at rrenteria@fwhs.org.

FWHS will conduct a rent reasonable survey for the property and will include the request with the HAP Contract each year an increase is requested.

If the rent amount is not rent reasonable a denial notice will be sent to the landlord.

If the rent is reasonable, the Inspections Department will notify the PBV Counselor of the new rent amount. The PBV counselor will make the change for each PBV resident of the property for which the increase was approved effective for the next month after the PBV contract anniversary date.

The PBV counselor will provide both the property and the tenant a Rent Change Notice reflecting the new rent amount and effective date.

Due to PBV regulations of only paying 30% of their income, the resident's rent should not change as a result of the rent increase unless there is a change in the Utility Allowance.

May 2, 2022

1201 E. 13th St. Fort Worth, Texas 76102

817-333-3400

www.FWHS.org



PBV RENT INCREASE REQUEST & VERIFICATION OF UTILITIES



In order to process your Rent Increase this form must be filled out in its entirety and sent to the Inspection Department at rentincrease@fwhs.org or fax to (817) 333-3550 at least 60 days prior to the anniversary date.

Date: _____

Property Name: _____

Address of Unit: _____ Apt #: _____ Zip Code: _____

Number of Bedrooms: _____ Number of Baths: _____ Sq Feet: _____ Year Built: _____

Current Unit Contract Rent: _____ Requested Unit Rent: _____

This portion **MUST** be filled out.

Tenant CURRENTLY PAYS: (Check all that apply)

Electric Gas Water Trash Sewer None

Requested CHANGE tenant pays: (Check all that apply)

Electric Gas Water Trash Sewer None

Owner's Certifications: A. The program regulation requires the PHA to certify that the rent charged to the housing choice voucher tenant is not more than the rent charged for other unassisted comparable units. **Owners of project with more than 4 units MUST complete the following section for most recently leased comparable unassisted units within the premises.**

Address and unit number	Date Rented	Rental Amount
1.		
2.		
3.		

A rent reasonable survey will be conducted to ensure the rent amount approved is in accordance to HUD regulations. This serves as written notice that the rent may increase. If the rent is not rent reasonable, a denial letter will be sent to the landlord and client.

If the rent is reasonable, the rent increase will be implemented on the month following the anniversary date of the HAP contract and a rent change notice will be sent to the landlord and client.

Landlord signature: _____

FWHS OFFICE USE ONLY

Approved: _____ Denied: _____ New Rent: _____ Start Date: _____

Inspector: _____

May 2, 2022

