



DuPage Housing Authority
711 E Roosevelt Rd, Wheaton, IL 60187
PH: 630.690.3555 FAX: 630.690.0702
www.dupagehousing.org

Kendall Housing Authority
811 W John St., Yorkville, IL 60560
PH: 630.593.8218 FAX: 331.207.8923
www.kendallhousing.org



INSTRUCTIONS & CONTRACT RENT INCREASE REQUEST PACKET

Dear Landlord,

To be considered, any Contract Rent Increase request must be accurate and complete. This "Contract Rent Increase Request Packet" is in two (2) parts:

PART 1

KEEP FOR OWNER/LANDLORD RECORDS:

1. Instructions for completing Contract Rent Increase Request Packet, including:
 - Instructions for required documents that must be completed and returned to DuPage Housing Authority
 - General program information

PART 2

PLEASE RETURN TO THE HOUSING AUTHORITY:

1. Unit Characteristics – 2 pages ^
2. Contract Rent Increase Request ^(Optional Template)

^ - Document is available on the Owner Housing/Rent Café



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PART 1 **INSTRUCTIONS**

Unit Characteristics ^

This is a required Program form to assist with determining contract rent for the unit. It must be completed in its ENTIRETY, signed & dated by the property owner or their agent.

Contract Rent Increase Request ^

This is a Required Housing Authority document. The request should be in the form of a statement requesting the increase and/or the increase amount. It must be signed and dated by the property owner or their agent and also signed and dated by the tenant to confirm they are aware of the increase request. In most cases the approved increase amount is paid by the tenant. **(Optional Template is included in packet.)**

***NOTE:** All contract rent increase requests **MUST** be submitted at least 60 days **before** the end of the lease term. No approved requests will be processed with a retroactive effective date. All approved rent increase requests received less than 60 days from the end of the lease term will become effective the 1st day of the month at least 60 days from the date the request was received – **NO EXCEPTIONS!**

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PART 2

CONTRACT RENT INCREASE REQUEST PACKET

COMPLETE BOTH DOCUMENTS AS INSTRUCTED AND
RETURN TO THE HOUSING AUTHORITY.

CHECKLIST OF MANDATORY DOCUMENTS:

NOTE: All items listed are REQUIRED for processing!

____ **Unit Characteristics Form** –Required to be completed by Landlord.

____ **Contract Rent Increase Request Letter** – Completed and signed by **both**
Landlord AND Tenant. **(Optional Template included in packet.)**

***Please send completed packet to rentincrease@dupagehousing.org**

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UNIT CHARACTERISTICS

This form is to be used for a **new move-in RFTA** (Request for Tenancy Approval **AND** for a **Request for Rent Increase** Packet. Please complete all boxes under "Characteristics" that apply. **Please circle Yes or No, or enter pertinent information.** Please be advised, in the event the proposed rent has to be negotiated based on tenant affordability or rent reasonableness, the landlord /owner will have 1 business day to reach a decision once notified.

Category	Description	Characteristics
<i>Size and Type</i>	Actual # Bedrooms	
	# Bathrooms	
	# Half-Bathrooms	
	Living Area Sq. Ft.	
	Property Type: e.g. Apt., House, Townhouse, Condo, Duplex, etc.	
<i>Age, Condition and Quality</i>	Year Built	
	Property Condition: Fair or Good	
	Building Quality: e.g. Fair, Good, etc.	
<i>Utilities</i>	Lights & Gen Electric Included in Rent	Yes / No
	Heating Fuel Type: gas, electric, bottle gas, oil or coal	
	Is Heating Included in Rent	Yes / No
	Hot Water Fuel Type: gas, electric, bottle gas, oil, or coal	
	Is Hot Water Included in Rent	Yes / No
	Cooking Fuel Type: gas, electric, bottle gas, oil, or coal	
	Cooking Fuel Included in Rent	Yes / No
	Sewer Type: public sewer or septic tank	
	Sewer Included in Rent	Yes / No
	Water Type: city or well	
	Water Included in Rent	Yes / No
	Cooling Type: central, window unit or none	
	Cooling Included Rent	Yes / No
Heating Style: e.g. central, furnace, baseboard, boiler, radiator or window unit		
<i>Maintenance</i>	Trash Removal Included in Rent	Yes / No
	Lawn Care Included in Rent	Yes / No
	Pest Control Included in Rent	Yes / No

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Please circle Yes or No, or enter pertinent information. Please be advised, in the event the proposed rent has to be negotiated based on tenant affordability or rent reasonableness, the landlord /owner will have 1 business day to reach a decision once notified.

Category	Description	Characteristics
<i>Amenities & Housing Services</i>	Laundry Type: e.g. Washer and Dryer, Dryer only, Washer only, Laundry Rm., Hook-ups only, etc.	
	Dishwasher	Yes / No
	Stove	Yes / No
	Refrigerator	Yes / No
	Garbage Disposal	Yes / No
	Security System	Yes / No
	Age Restricted	Yes / No
	Parking Type: e.g. 1/2/3 car garage, 1/2/3 assigned space, street parking, etc.	
	Lift / Elevator	Yes / No
<i>Other Amenities</i>	Microwave	Yes / No
	Fireplace	Yes / No
	Swimming Pool	Yes / No
	Ceiling Fan	Yes / No
	Fenced Yard	Yes / No
	Gated Community	Yes / No
	Cable /Satellite Included	Yes / No
	Additional comments:	

Tenant Name (PRINT) _____

Property Address _____

Landlord Name (PRINT) _____

Landlord Signature _____ Date Signed _____

Complete and return this document with your RFTA submission or Rent Increase Request!

