

DuPage Housing Authority 711 E Roosevelt Rd, Wheaton, IL 60187 811 W John St., Yorkville, IL 60560 PH: 630.690.3555 FAX: 630.690.0702

www.dupagehousing.org

Kendall Housing Authority 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

Page 1 of 6 Rev. 11/2024



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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 <u>before</u> 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!**

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

Page 2 of 6 Rev. 11/2024



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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!

Uni	t Characteristic	cs Form –Require	ed to be complete	ed by Landlord.
		rease Request L nt. (Optional Ter	•	ted and signed by both d in packet.)

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

Page 3 of 6 Rev. 11/2024

*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.

ntegory Description		Characteristics	
	Actual # Bedrooms		
Size and Type	# Bathrooms		
	# Half-Bathrooms		
	Living Area Sq. Ft.		
	Property Type: e.g. Apt., House, Townhouse, Condo,		
	Duplex, etc.		
Age, Condition	Year Built		
_	Property Condition: Fair or Good		
and Quality	Building Quality: e.g. Fair, Good, etc.		
	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	
Utilities	Cooking Fuel Type: gas, electric, bottle gas, oil, or coal		
Otilities	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		
	Trash Removal Included in Rent	Yes / No	
Maintenance	Lawn Care Included in Rent	Yes / No	
	Pest Control Included in Rent	Yes / No	

Page 4 of 6 Rev. 11/2024

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
	Laundry Type: e.g. Washer and Dryer, Dryer only,	
	Washer only, Laundry Rm., Hook-ups only, etc.	
	Dishwasher	Yes / No
	Stove	Yes / No
Amenities &	Refrigerator	Yes / No
Housing Services	Garbage Disposal	Yes / No
riousing services	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
	Microwave	Yes / No
	Fireplace	Yes / No
	Swimming Pool	Yes / No
Other	Ceiling Fan	Yes / No
	Fenced Yard	Yes / No
Amenities	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 <u>or</u> Rent Increase Request!

Page 5 of 6 Rev. 11/2024



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RENT INCREASE REQUEST FORM

Landlord name:		Client name:		
Landlord Address:		Unit Address:		
Landlord email:		Client Email:		
Landlord phone#:		Client phone#:		
 request a rent increase Payment standards are increase the participant All rent increase request The Housing Authority the premises if the premises if the premises will to owner's request or on 	ge the rent during the init in accordance with the oversubject to change at any t's rent portion regardless sts are subject to a rent remay request owners to provide include more than force effective the first of the the date specified by the	time and any amount req of any future income chang asonableness analysis and r rovide information concern	uested over the ges. may be denied. ing the rents cha r the Housing Au se expires, which	payment standard will rged for other units on thority's receipt of the lever is later.
Date of Request:			For DHA/K	HA Office Use Only
Current Rent Amount:			Tanant	New
			Tenant	
Proposed Rent:			Total rent	
Effective Date:			Eff. date	
By signing this document, I agniunderstand that this is only a ***ATTENTION CLIENTS A amount that the program particular properly filled out document adjustment of new effective paperwork for rent increase relative that the program particular properly filled out document adjustment of new effective paperwork for rent increase relative that the property filled out document adjustment of new effective paperwork for rent increase relative that the property filled out document adjustment of new effective paperwork for rent increase relative that the property filled out document and property filled out do	request and is subject to he AND LANDLORDS: Plecipant pays and not the action within required 60-day lease terms. Please be avoiced to the pay and the signest was received.	Housing Authority approval. ase understand that the in mount of the subsidy paym y time frame will result in d	creased rent am ent. Also, failure elay of rent incre es may be adjust	ount may increase the to submit ALL required ease and will also result ed depending on when