



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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GENERAL PROGRAM INFORMATION

There are nine steps involved in the Housing Choice Voucher process before a family is provided with housing assistance. The owner does not become involved until Step 4.

Step 1. Application

Step 2. Eligibility Determination/ Issuance of Voucher

Step 3. Housing Search

Step 4. Tenant Selection – The household will complete any application paperwork required by the property owner. Property owners should conduct their own screening and follow the same non-discriminatory procedures they would use for any non-assisted applicant applying to rent their property.

Step 5. Request for Tenancy Approval (RFTA) – The property owner and their prospective tenant will complete and sign the RFTA form. The owner will also be required to complete ownership, banking and Federal tax documents included with the move packet. The property owner or their prospective tenant should deliver these forms to the Housing Authority for approval.

Step 6. Rent Determination/ verification of packet completeness – the Housing Authority will determine the rent with the property owner and compute the amounts the tenant and Housing Authority will pay. The tenant will generally pay 30%-40% of adjusted monthly income for rent and a utility allowance called the Total Tenant Payment (TTP). The Housing Authority will determine allowable rent based on tenant affordability and reasonable rent valuation based on rents for comparable units in area. The Housing Authority will pay the remaining rent and utility allowance costs via a rental subsidy in the form of a Housing Assistance Payment (HAP).

Step 7. Housing Quality Standards Inspection – Upon approval of the RFTA packet and requested rent, the Housing Authority will schedule a Housing Quality Standards (HQS) inspection. Inspection will be performed to ensure the housing is in decent, safe and sanitary condition.

Step 8. Contract and Lease Execution – Once the unit passes inspection the property owner will sign a lease with their tenant and then a HAP contract with the Housing Authority.

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Step 9. HAP Contract Payments – After the HAP contracts (two originals) are signed and the tenant gets possession of the unit, Housing Assistance Payments from the Housing Authority to the owner will begin.

***NOTE:** Processing time from RFTA receipt to payment data entry is 15 days, **but can be longer**, based on when the inspection passes, rent approval and effective date of lease.

****Owner Housing/Rent Café** is accessed online and allows property owners and their agents to manage most of their voucher tenant portfolio including inspection dates, times and results, housing assistance payments, payment abatements and holds, and contact information. You may register on Owner Housing/Rent Café once you are a participating landlord with the program and have been issued a "v-code". At that time, any Housing Authority staff can provide your Café Registration Code.

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PART 2

CONTRACT RENT INCREASE REQUEST PACKET

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

***PLEASE INCLUDE THIS COVER SHEET
WITH DOCUMENTS.**

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.)**

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



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!



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RENT INCREASE REQUEST FORM

Landlord name:		Client name:	
Landlord Address:		Unit Address:	
Landlord email:		Client Email:	
Landlord phone#:		Client phone#:	

The policy regarding rent increase is as follows:

- The owner cannot change the rent during the initial lease term (first year). After the initial lease term, the owner may request a rent increase in accordance with the owners' lease.
- Payment standards are subject to change at any time and any amount requested over the payment standard will increase the participant's rent portion regardless of any future income changes.
- All rent increase requests are subject to a rent reasonableness analysis and may be denied.
- The Housing Authority may request owners to provide information concerning the rents charged for other units on the premises if the premises include more than four units.
- **All rent increases will be effective the first of the month sixty (60) days after the Housing Authority's receipt of the owner's request or on the date specified by the owner, or date current lease expires, whichever is later.**
- Rent Approval or Denial letter will be sent from the Housing Authority at least 30 days prior to effective date.

Date of Request:	
Current Rent Amount:	
Proposed Rent:	
Effective Date:	

For DHA/KHA Office Use Only	
	New
Tenant	
HAP	
Total rent	
Eff. date	

By signing this document, I agree to the proposed rent amount. I have read and understand the policy as it is written above. I understand that this is only a request and is subject to Housing Authority approval.

***** ATTENTION CLIENTS AND LANDLORDS: Please understand that the increased rent amount may increase the amount that the program participant pays and not the amount of the subsidy payment. Also, failure to submit ALL required and properly filled out documents within required 60-day time frame will result in delay of rent increase and will also result in adjustment of new effective lease terms. Please be aware that original lease dates may be adjusted depending on when paperwork for rent increase request was received.**

***** IMPORTANT: If this request is signed by both parties and increase is approved by the Housing Authority, a SIGNED lease and contract will be REQUIRED.**

 Landlord's Signature

 Date

 Client's Signature

 Date