



**Prince William County
Office of Housing and
Community Development**

15941 Donald Curtis Drive, Suite 112

Woodbridge, VA 22191

PHONE: 703-792-7530

FAX: 703-792-4978

www.pwcgov.org/housing

**RENT INCREASE REQUEST FORM
ATTN: LANDLORDS/MANAGEMENT AGENTS
Include With RFTA Recertification Package**

The Housing Choice Voucher Program requires that a written request (provided below) and a RFTA for an annual rent increase be submitted by the landlord/management agent. **This written request and the RFTA must be submitted to the Prince William County Office of Housing and Community Development (OHCD) at least sixty (60) before the anniversary date of the Housing Assistance Payment contract.**

There are no automatic annual rent increases. All increases are based on rent reasonableness (i.e. rents of comparable non-assisted units).

No rent increases can occur during the first 12 months of a new contract.

Thank you for your cooperation and for your continued participation with the Housing Choice Voucher program.

Attention: Housing Choice Voucher Staff

I _____, am requesting an increase in the rent for _____, who resides at: _____

This request in the amount of \$_____ is warranted because of: _____

For the purposes of rent reasonableness please check the amenities included with the unit from the following list:

<input type="checkbox"/> Hardwood floors	<input type="checkbox"/> Working fireplace	<input type="checkbox"/> Cable/internet ready
<input type="checkbox"/> Ceramic floors	<input type="checkbox"/> Modern appliances	<input type="checkbox"/> Fenced
<input type="checkbox"/> Carpeting	<input type="checkbox"/> Laundry facilities	<input type="checkbox"/> Pool
<input type="checkbox"/> Ceiling fans	<input type="checkbox"/> Window/wall AC unit provided by owner	<input type="checkbox"/> Storage
<input type="checkbox"/> Access to use basement/attic	<input type="checkbox"/> Central AC	<input type="checkbox"/> Garage
<input type="checkbox"/> Garbage disposal	<input type="checkbox"/> Deck/balcony/patio/porch	<input type="checkbox"/> Covered and off street parking
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Energy efficient certified- must provide certification	<input type="checkbox"/> Yard sprinkling system
<input type="checkbox"/> Range/stove	<input type="checkbox"/> Handicap accessible	<input type="checkbox"/> Elevator
<input type="checkbox"/> Dishwasher machine	<input type="checkbox"/> Playgrounds/courts	<input type="checkbox"/> Superintendent/Onsite maintenance
<input type="checkbox"/> Washer/dryer hookup	<input type="checkbox"/> Security system	

Landlord's Signature

Federal ID or Social Security No.