



REQUEST FOR RENT INCREASE - POLICY

As an Owner with units under Housing Assistance Payment (HAP) contract in Metro Housing|Boston Tenant-Based Housing Choice Voucher (HCV) program, you may request a rent increase once within any 12-month period following the completion of the initial lease term. The request must be submitted to Metro Housing|Boston at least 60 days, but not more than 120 days, before the proposed effective date of the rent increase.

Upon receipt of the attached form, Metro Housing will process your request and decide whether the rent increase can be applied. For Metro Housing|Boston to approve this request:

- The Request Form must be completed in its entirety
- The request must be received within the appropriate time frame
- The requested rent must be determined reasonable in accordance with the Housing Choice Voucher Program policy
- The unit must be compliant with HQS and the Massachusetts State Sanitary Code

Metro Housing|Boston will notify you in writing regarding the acceptance or denial of the rent increase request. If during Metro Housing's review of the proposed rent increase it is determined that the rent increase will result in an increase to the tenant's portion of the rent, Metro Housing will attempt to obtain additional confirmation from the tenant that the increase is affordable to them before it goes into effect.

Please note, if you have changed the utility payment responsibilities or fuel types, Metro Housing|Boston will not be able to process your request at this time. In this case, you will be contacted by Metro Housing|Boston to execute a new HAP contract.

You may return the attached Rent Increase Form by:

Mail: Metro Housing|Boston, ATTN: Owner Services Dept., 1411 Tremont St., Boston, MA 02120

Email: ownerservices@metrohousingboston.org

Fax: 617-532-7563

If you have any questions regarding this process please contact the Owner Customer Care Dept. at 617-425-6765 or email us at ownerservices@metrohousingboston.org

