



Property Description Form

Property Address: _____

Tenant Name : _____ Tenant # _____

Year Constructed: _____ Square Footage: _____ Bedroom: ___ Bathroom: ___

Building Type:

- High Rise Single Family Detached Garden (1-4 stories)
- Townhouse Duplex / Row house Condo
- Mobile Home Handicap Accessible

Unit Condition: New construction or completely renovated
 Maintained / partially renovated
 Average

Amenities: (Supplied by owner)

- Stove Refrigerator Washer/Dryer Microwave
- Dishwasher Security System Ceiling Fans Gated Community
- Pest Control Cable Garbage Disposal Central A/C
- Window A/C Pool Exterior: Porch Balcony Deck Patio

Parking: Carport Car Garage Unassigned Assigned Spaces Driveway
 Lawn Maintenance

Is there a homeowner's association? : () Yes () No. Attach approval letter on letterhead or notarized statement that no approval is required.

The owner shall provide or pay for the utilities and appliances indicated below by an **O**. The tenant shall provide or pay for the utilities and appliances indicated below by a **T**. Unless otherwise specified below, the owner shall pay for all utilities and appliances provided by the owner.

	Owner:	Tenant:
Heat	_____	_____
A/C	_____	_____
Hot Water	_____	_____
Cooking	_____	_____
Electric	_____	_____
Water/Sewer	_____	_____
Septic	_____	_____
Garbage Pickup	_____	_____
Stove	_____	_____
Refrigerator	_____	_____

Print: _____

Date: _____

Signature: _____

CONTRACT RENEWAL DATE: _____

Current Rent
\$ _____

Requested Rent
\$ _____

I understand that this increase must be requested 60 days prior to the Contract Renewal effective date. (24CFR982.507) and per Housing Assistance Payment Contract, Part (C) (15) (d), "The owner must notify the PHA of any changes in the amount of the rent to owner at least sixty days before any such changes go into effect, and the amount of the rent to owner following any such agreed change may not exceed the reasonable rent for the unit as most recently determined or re-determined by the PHA in accordance with HUD requirements." All requests for rent increase are subject to Rent Reasonableness requirements before an increase/decrease can be approved. Late request will not be processed.

Rent increase forms come from our office, please email hhafrontdesk@hhahousing.org or on our website hhahousing.org. All completed rent increase's must to be sent in by email, fax, or in person at the front desk. Please make sure to receive a copy from the front desk with our received stamp, do not drop in the drop box. Incomplete forms will be denied, must be signed by both landlord and tenant.

Owner signature: _____

Date: _____

TO BE COMPLETED BY TENANT

I understand that my rent portion may be adjusted higher or lower due to increase/decrease in the contract rent.

Tenant Signature: _____

Date: _____