MODEL LETTER

Provide Resident with 30-Day Notice of Rent Increase

Here's a Model Letter you can adapt and use to give residents 30-days' written notice of a rent increase. Show the letter to your attorney before you start using it.

Oct. 24, 2012

John Resident
123 East 45th Street
Any Town, State 10000

Dear Mr. Resident:

Please be advised that, as a result of the information received for your annual recertification, your new tenant rent (which is subject to change pending the receipt of any further income/asset/allowance information) is as follows:

- Rent: **$300**
- Effective Date: **Dec. 1, 2012**
- The new rent revises the rent identified in paragraph 3 of the HUD Model Lease.

Please call the undersigned immediately at (123) 456-7890 to arrange for the execution of the required documentation and to ensure the continuation of your Section 8 assistance. The U.S. Department of Housing and Urban Development (HUD), the federal agency that provides you with rental subsidy each month, expects your full compliance. **Failure to timely execute the recertification paperwork will result in the termination of your monthly Section 8 assistance payment!**

In advance, your cooperation is appreciated.

Very truly yours,
Jane Manager