



# Housing Authority of Snohomish County

12711 4<sup>th</sup> Ave. W, Everett, WA 98204  
Ph: 425-290-8499; Fax: 425-290-5618  
www.hasco.org

## Important Information

Owners/Managers: This form should be used when requesting rent increases. When completed it should be emailed to [rentincrease@hasco.org](mailto:rentincrease@hasco.org). You will be notified when your request is approved, or if there is additional information needed to process the request.

- Requests for rent increases must be received by HASCO at least 60-days prior to the effective date of the rent increase.
- Rent increases will go into effect on the first of the month following the 60-day period after the owner/manager notifies HASCO of the rent change, or on the date specified by the owner/manager, whichever is later.
- Our Housing Assistance Payment (HAP) contract with you does not permit a change in the rent during the initial term of the lease.
- The rent request must be reasonable in relation to comparable unassisted units in the area and must not be more than rents charged by the owner/manager for comparable, unassisted units on the premises.
- A new lease is only required when the lease terms change, for example, lease term or utility changes.
- If a new lease is executed, a new HAP contract must also be executed with HASCO.

**Please return the following documents to request an increase in contract rent:**

- A Rent Increase Request Form
  - Copy of Rent Increase notice to the Tenant.
  - Utility responsibilities have changed
- If Utilities have changed please attach the new signed lease. A new HAP contract will need to be completed.  
Utility Changes: \_\_\_\_\_

**TO BE COMPLETED BY THE OWNER OR AUTHORIZED AGENT** – This Form must be completed in its entirety. Please attach a copy of the letter of written notice of rent change given to the tenant.

Tenant Name		
Rental Unit Address	City, State, Zip	
Owner or Authorized Agent Name		
Phone Number	Email Address	
Current Contract Rent	Requested Contract Rent	Proposed Effective Date

### Owner/Agent Acknowledgement and Signature

I certify that the information provided on this form is complete and accurate to the best of my knowledge. I understand that this is only a request and is subject to HASCO's approval. I understand that the increased rent amount may result in an increase in the tenant's rent portion.

Owner/Agent Signature	Date