



City of Phoenix
HOUSING DEPARTMENT

Rent Adjustment Request Form

Project Name:

Contract #:

Project Address:

Developer Entity/ Owner:

Effective Date of Proposed Rent Increase:

Name of Preparer and Agency:

Phone Number of Preparer:

Utility Allowances

Do tenants pay for utilities at the project? Yes No

Complete and attach the "Rent Comparables Spreadsheet"

City Unit Mix

Indicate the number of total City-assisted units by bedroom size for the project.

	0 Bed	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed
50% Units						
60% Units						

Proposed Rents for City Units

Indicate the proposed rents for the City-assisted units by bedroom size for the project. Rents are to include any applicable utility allowance. City's Maximum Rent Limits are found at:

https://www.phoenix.gov/housingsite/Documents/HOME_Fact_Sheet.pdf

	0 Bed	1 Bed	2 Bed	3 Bed	4 Bed	5 Bed
50% Units						
60% Units						

Methods of Determining Proposed Rents

The acceptable methods of determining proposed rents:

1) MARKET STUDY:

Eligible market studies should be completed no more than 6 months from the submittal of this form. Complete and attach the required "Rent Comparables Spreadsheet" (Excel form)

OR

2) COMPARABLES:

Eligible comparables from "like" property type (recent marketing materials/website) must be submitted to document the proposed rents. Complete and attach the required "Rent Comparables Spreadsheet" (Excel form)

Submittal requirements are as follows:

- *Attach three (3) apartment, townhome, or single-family market studies or comparables*
- *Comparable properties must be no more than 3 square miles from the subject property*
- *Comparable properties must be "like-for-like" property types that are similar in size, amenities, and quality*

I agree to provide 30 days' notice to all affected tenants prior to the implementation of a rent increase.

Form Authorized By: _____

Printed Name and Title: _____

Date: _____

**Form must be signed by the signature authority for the property*

For City of Phoenix Housing Department Use Only

Reviewer: _____

Approver: _____

Printed Name and Title: _____

Date: _____

APPROVED

DENIED