

## REQUEST FOR RENTAL CHANGE

Participating landlords in the Housing Choice Voucher (HCV) program may request a rental change **after the initial year lease term**. The request must be submitted to SAHA **at least 60 days before any such changes go into effect**. In order to be approved, this form must be completed in its entirety with both the landlord and participant's signature. **All changes in responsibility to pay utilities or provide appliances will result in a new lease and Housing Assistance Payment Contract.**

Upon receipt of your completed request form, SAHA will review your request to determine if the requested rent is reasonable by comparing your rent to those of equivalent units in the private market. If SAHA determines your rent is not reasonable, SAHA may either decrease or deny your rent change request. If the participant is residing at a multi-family property, please submit a rent roll for unassisted units located at that property in order for SAHA to determine rent reasonableness.

If approved, your rent change will be effective 60 days after date of submission. If you prefer to have the rent change effective date coincide with the lease renewal date, please specify lease renewal date: \_\_\_\_\_

Complete this form and scan and submit by email to requestrentalchange@saha.org or deliver in person to:

San Antonio Housing Authority  
820 S. Flores St.  
San Antonio, TX 78204

### TO BE COMPLETED BY THE LANDLORD

1. Participant Name: \_\_\_\_\_

Current Address: \_\_\_\_\_ Apt. No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

2. Landlord/Payee Name: \_\_\_\_\_

3. Landlord/Payee Phone Number: \_\_\_\_\_

4. Has there been a change in responsibility to pay utilities and/or provide appliances?  No  Yes  
If **yes**, complete the form below and provide a copy of the new lease. If **no**, skip to question 5.

Item	Paid by:	Specific Fuel Type
Heating	<input type="checkbox"/> Participant <input type="checkbox"/> Owner	<input type="checkbox"/> Natural Gas <input type="checkbox"/> Bottled Gas <input type="checkbox"/> Electric <input type="checkbox"/> Coal / Other
Cooking	<input type="checkbox"/> Participant <input type="checkbox"/> Owner	<input type="checkbox"/> Natural Gas <input type="checkbox"/> Bottled Gas <input type="checkbox"/> Electric <input type="checkbox"/> Coal / Other
Water Heating	<input type="checkbox"/> Participant <input type="checkbox"/> Owner	<input type="checkbox"/> Natural Gas <input type="checkbox"/> Bottled Gas <input type="checkbox"/> Electric <input type="checkbox"/> Coal / Other
Other Electric	<input type="checkbox"/> Participant <input type="checkbox"/> Owner	<p><b>If there is a change in responsibility for utility/appliance, information must be completed. Otherwise, SAHA will not process the rental change request.</b></p>
Water	<input type="checkbox"/> Participant <input type="checkbox"/> Owner	
Sewer	<input type="checkbox"/> Participant <input type="checkbox"/> Owner	
Trash Collection	<input type="checkbox"/> Participant <input type="checkbox"/> Owner	
Other (Specify)	<input type="checkbox"/> Participant <input type="checkbox"/> Owner	
Air Conditioning	<input type="checkbox"/> Participant <input type="checkbox"/> Owner	



The following person has been designated to coordinate compliance with the nondiscrimination requirement contained in HUD's regulations implementing Section 504: Benjamin Lugg, 818 South Flores, San Antonio, Texas 78204.



Item	Provided by:
Refrigerator	<input type="checkbox"/> Participant <input type="checkbox"/> Owner
Range/Micro	<input type="checkbox"/> Participant <input type="checkbox"/> Owner

5. Please indicate the amenities included in the unit:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Central A/C         | <input type="checkbox"/> Parking Carport | <input type="checkbox"/> Private Balcony  |
| <input type="checkbox"/> Window A/C          | <input type="checkbox"/> Parking Garage  | <input type="checkbox"/> Private Patio    |
| <input type="checkbox"/> Wall-to-Wall Carpet | <input type="checkbox"/> Parking Space   | <input type="checkbox"/> Private Yard     |
| <input type="checkbox"/> Wood Floors         | <input type="checkbox"/> Fireplace       | <input type="checkbox"/> Ceiling Fan      |
| <input type="checkbox"/> Elevator            | <input type="checkbox"/> Security System | <input type="checkbox"/> Parking Security |
| <input type="checkbox"/> Recreation Room     | <input type="checkbox"/> Gym             | <input type="checkbox"/> Pool/Spa         |

6. What is the current rent for the unit? \$ \_\_\_\_\_ per month

7. What is the requested new rent for the unit? \$ \_\_\_\_\_ per month

**By executing this request, I certify that the unit is in decent, safe and sanitary condition and the participant is in compliance with the terms and conditions of the lease agreement. Please note this request will be denied if the participant does not sign.**

\_\_\_\_\_  
Landlord / Owner Signature

\_\_\_\_\_  
Date

**Please note that if the above change results in a rental increase, your rent portion may increase.**

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

**FOR SAHA USE ONLY**

- RENT INCREASED** Approved New Rent: \$ \_\_\_\_\_ per month
- RENT DECREASED** New Contract Rent: \$ \_\_\_\_\_ per month
- RENT DENIED**

Notes: \_\_\_\_\_

Processed by: \_\_\_\_\_

