**NOTE: THIS RENT INCREASE WILL NOT AFFECT THE TENANT PORTION OF THE RENT FOR SECTION 8 SUBSIDIZED UNITS UNLESS THERE IS A CHANGE IN YOUR INCOME.**

**Xxxxxx XX, 2023**

This is to advise you that on **Xxxxxx xx, XXXX** we plan to file an application for approval of an increase in the maximum permissible rents at **Property Name** to the United States Department of Housing and Urban Development (HUD). The proposed increase is needed for the following reasons: **Insert Reason.**

The rent increases for which we have applied are:

BEDROOMS PRESENT RENT PROPOSED RENT

**1 BR**  **$XXXX** **$XXXX**

**2 BR**  **$XXXX** **$XXXX**

**3 BR $XXXX $XXXX**

Copies of the material that we intend to submit to HUD/CA in support of our application will be available during normal business hours at **Address of Location** fora period of 30 days from the date of this notice for inspection and copying by tenants of **Property Name** and, if the tenants wish, legal or other representatives acting for them individually or as a group.

During a period of 30 days from the date of this notice, tenants of **Property Name** may submit written comments on the proposed rental increase to us at **Name and Address to Submit Comments**. Tenant representatives may assist tenants in preparing these comments. If, at HUD's request or otherwise, we make any material change during the comment period in the materials available for inspection and copying, we will notify the tenants of the change or changes, and the tenants will have a period of 15 days from the date of service of this additional notice (or the remainder of any applicable comment period if longer) in which to inspect and copy the materials as changed and to submit comments on the proposed rent increase. If the request is approved, any allowable increase will be put into effect only after a period of at least 30 days from the date you are served with the notice and in accordance with the terms of existing leases. These comments will be transmitted to HUD/CA, along with our evaluation of them and our application for increase. You may also send a copy of your comment directly to HUD’s Contract Administrator at the following address:

PBCA Name

Address Line 1

Address Line 2

City, State, Zip Code

HUD will approve or adjust upward or downward or disapprove the proposed rental increase upon reviewing this application and comments. When HUD advises us in writing of its decision on our application, you will be notified. If the request is approved, any allowable increase will be put into effect only after a period of at least 30 days from the date you are served with that notice and in accordance with the terms of existing leases.

Sincerely,

Name

Title

Company Name

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