

# Notice to Tenants of Intention To Submit a Request to HUD for Approval of an Increase in Maximum Permissible Rents

**Date of Notice:**

**Property Name:**

Take notice that on *[date]* we plan to submit a request for approval of an increase in the maximum permissible rents to the U.S. Dept. of Housing and Urban Development (HUD), through its Contract Administrator, the Arizona Department of Housing, Arizona Public Housing Authority (APHA). The proposed increase is needed for the following reasons:

- 1.
- 2.
- 3.

The rent increases for which we have requested approval are listed below. Please note that your rent will NOT be affected if you are receiving assistance under the Section 8 Program and your income has not changed.

Unit Size	Current Rent	Proposed Rent
Studio		
1 bedroom		
2 bedroom		
3 bedroom		
4 bedroom		

A copy of the materials that we are submitting to HUD in support of our request will be available during normal business hours at *[address]* for a period of 30 days from the date of service of this notice for inspection and copying by tenants of *[property name]* and, if the tenants wish, by legal or other representatives acting for them individually or as a group.

During a period of 30 days from the date of service of this notice, tenants of *[property name]* may submit written comments on the proposed rent increase to us at *[address]*. Tenant representatives may assist tenants in preparing those comments. These comments will be transmitted to HUD through the APHA, along with our evaluation of them and our request for the increase.

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. You may also send a copy of your comments directly to HUD at the following address: U.S. Dept. of Housing and Urban Development, 1 North Central Ave., #600, Phoenix, Arizona 85004, Attn: Director, Housing Management Division and/or to the Arizona Dept. of Housing, 1700 W. Washington, #210, Phoenix, Arizona 85007, Attn: Public Housing Authority Manager.

HUD or the APHA will approve, adjust upward or downward, or disapprove the proposed rent increase upon reviewing the request and comments. When HUD or the APHA advises us in writing of its decision on our request, 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.

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Name of owner or managing agent

RA-12 (12.22.2003)