

Notice to Tenants of Intention to Submit a Request to the Arizona Department of Housing (ADOH)/US Department of Housing and Urban Development (HUD) for Approval of an Increase in Maximum Permissible Rents

Date of Notice: _____

Take notice that on (date) _____ we plan to submit a request for approval of an increase in the maximum permissible rents for (name of property) _____ to ADOH as the Contract Administrator for HUD. The proposed increase is needed for the following reasons:

1. _____
2. _____
3. _____

The rent increases for which we have requested approval are:

Number of Bedrooms	Present Rents			Proposed Rents			*Present Utility Allowance	*Proposed Utility Allowance
	Section 8 Contract	*236 (Basic)	*Market	Section 8 Contract	*236 (Basic)	*Market		
0-Studio	\$	\$	\$	\$	\$	\$	\$	\$
1	\$	\$	\$	\$	\$	\$	\$	\$
2	\$	\$	\$	\$	\$	\$	\$	\$
3	\$	\$	\$	\$	\$	\$	\$	\$
4	\$	\$	\$	\$	\$	\$	\$	\$
5	\$	\$	\$	\$	\$	\$	\$	\$

*Columns for **236 Basic** and **Market** rent should be used only for projects assisted under Section 236 of the National Housing Act. In addition, in projects with more than 1 type of apartment having the same number of bedroom but different rents, each type should be listed separately. Columns for **Present** and **Proposed Utility Allowance** should only be used as necessary.

A copy of the materials that we are submitting to ADOH 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 (name of property) _____ 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 (name of property) _____ may submit written comments on the proposed rent increase to us at (address) _____. Tenant representatives may assist tenants in preparing those 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).



These comments will be transmitted to ADOH/HUD, along with our evaluation of them and our request for the increase. You may also send a copy of your comments directly to the Arizona Department of Housing at 1110 W Washington, Suite 310, Phoenix, Arizona 85007, Attention: Public Housing Authority Administrator or the US Department of Housing and Urban Development at One N Central Avenue, Suite 600, Phoenix, Arizona 85004, Attention: Director, Housing Management Division, Re: Project No. (name of property) _____.

ADOH/HUD will approve, adjust upward or downward, or disapprove the proposed rent increase upon reviewing the request and comments. When ADOH 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.

Sincerely,

Name of Mortgagor or Managing Agent

Address

City, State Zip

(name of property) _____ does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

Name

Address

City, State Zip

Telephone - Voice
(____)_____
Telephone - TTY
(____)_____

