

From: _____

Date: _____

Re: Tenant's Name _____

Unit Address _____

This notice is submitted as an official request for annual rent increase in the amount of \$_____ (amount of increase) for the above named property.

You are hereby notified that the requested rent for the lease term for the above named unit is \$_____.

The reason(s) for the requested rent increase is described below:

During the past year,

_____ *Property taxes increased approximately \$_____ (amount of increase).

_____ *Insurance cost increased approximately \$_____ (amount of increase).

_____ *The following maintenance items and/or improvements were made: (attach separate sheet if necessary)

* Provide documentation i.e. tax bills, insurance bills, comprehensive improvement receipts, utility bills, comparable rent documentation, etc.

_____ *The following rates for the following utilities, which are included in the rent, have increased: \$_____ (amount of increase).

_____ Heat _____ Water _____ Sewer _____ Garbage

_____ *Other increased costs are: _____.

Rent Comparability:

*The rent on similar units has been raised to \$_____ effective _____.

Proposed rent increase has been agreed upon by:

Owner or Authorized Agent