

**OKLAHOMA HOUSING FINANCE AGENCY**  
Rent Increase Request Form - One Address Per Request Form Only

I, \_\_\_\_\_, request a rent increase for my rental unit  
**PRINT** Name of Landlord, Complex or Management Co.

located at \_\_\_\_\_  
Unit Address Apt # City Zip Code

Occupied by \_\_\_\_\_  
Tenant's Full Legal Name

Current rent: \$ \_\_\_\_\_ New rent: \$ \_\_\_\_\_ Proposed Effective Date: \_\_\_\_\_

Please state the reason for the rent increase: \_\_\_\_\_

**Has the Responsibility of the Utilities and/or Appliances Changed since contract signing? YES or NO**  
If **yes**, complete this form providing what has/will change. Date change occurred/will occur: \_\_\_\_\_.

- OHFA **will not** approve a rent increase where the requested effective date is during the initial term of the contract or during the term of a renewal lease. **(If the landlord offers the tenant a new lease and the tenant accepts, the landlord must send OHFA a copy of the new signed lease).**
- OHFA **must** receive the rent increase at least 60 days, or no more than 120 days in advance of the proposed effective date. *To prevent delays, please submit your request within 90-120 days of your proposed effective dates to allow for timely processing.*
- OHFA **will not** approve a rent increase unless failed items identified by the most recent HQS have been corrected.

Landlord Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

**Unit Information (ALL INFORMATION MUST BE COMPLETED - Circle all that apply)**

**Type of Unit:** House / Apartment / Mobile Home / Duplex / Townhouse / Condo / Triplex / 4 Plex / 5 Plex Flat or Stacked

**Year Built:** \_\_\_\_\_ **Square Footage:** \_\_\_\_\_ Tax Credit Unit? YES NO

**Number of Bedrooms:** 0 1 2 3 4 5 6 **Number of Bathrooms** 1 1.5 2 2.5 3

**Parking Provided:** 1 Car Garage 2 Car Garage 1 Carport 2 Carport Driveway Unassigned Open Street None

**Appliances Provided by OWNER:** Garbage Disposal Stove Dishwasher Microwave Refrigerator  
Washer Dryer Washer Dryer Hookups None

**Utilities Paid by Owner:** Gas Electric Propane Water Sewer Trash Well Septic None

**Utilities Paid by Tenant:** Gas Electric Propane Water Sewer Trash Well Septic None

**Air Conditioning:** Central Window/Wall Unit None

**Type of Heating:** Central Window/Wall Unit Space Heater Baseboard Floor Furnace Heat Pump

**Other:** Onsite Laundry Lawn Care Pest Control Ceiling Fans Fenced Yard Gated Community Pool Cable Security System Balcony Equipped for: Hearing Impaired Sight Impaired Handicap Access 55+ (Age Restricted)

**Missing, inaccurate, or incomplete information may cause processing delays. Ensure data is accurate and complete.**  
Please mail completed form to: OHFA - Rent Increase Request - P.O. Box 26720 Oklahoma City, OK 73126-0720  
Or Email: [raemails@ohfa.org](mailto:raemails@ohfa.org) - pdf preferred

(7/19/2024)